

NEHA SHAIKH

D/O-1/07 CHEETACAMP,TROMBAY,MUMBAI,400088
· 9321440648 EMAIL:NEHASHAIKH08100@GMAIL.COM

LOOKING FORWARD TO BE AN HR RECRUITER,OPERATIONS ASSOCIATE,
CUSTOMER SERVICE REPRESENTATIVE IN A FAST PAGED
ENVIRONMENT,UTILIZING EXCEPTIONAL
NEGOITATION,TROUBLESHOOTING AND PROBLEM RESOLUTION,HIRING
SCREENING,RECRUITMENT

EXPERIENCE

FROM MAR 2019 TO MAR 2020

**LEAD GENERATION, BELL CANADA MOBILITY (LEAD
GENERATION)** Reach Bell Customer by Call or Chat as explain them
related to our offers

FROM MARCH 2020 TO JUN 2021

CUSTOMER SERVICE,MSWIPE TECHNOLOGIES PVT LTD

It is a blended process sometimes we got a call from a merchant or sometimes we
use to call merchant as resolve their queries related to swipe machine

FROM JULY 2021 TO PRESENT

**OPERATION EXECUTIVE,SPLASHSTAR TECHNOLOGIES PVT
LTD(FRONTROW)**

It is a process in which we have to call customer and onboard them as per their
courses and give proper resolution if they face any issues as well as this I used to
take counselling of users related to different courses

EDUCATION

MAR 2016

SSC, STATE BOARD
76.20%

APRIL 2018

HSC, STATE BOARD
57.69%

MAY 2021



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BSC IT,MUMBAI UNIVERSITY

GPA:57.69%

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EMAIL

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OTHER DETAILS:

- CUSTOMER SERVICE BACKGROUND
- OPERATIONS SPECIALIST
- WORKED AS FREELANCER RECRUITER IN ROYAL HR
- CERTIFICATION IN CYBER SECURITY
- CERTIFICATION IN HUMAN RESOURCES
- INTERNSHIP IN IT HR RECRUITER

BASIC DETAILS

GENDER :FEMALE
DOB :08 OCT 2000
LANGUAGES : ENGLISH,HINDI,MARATHI

SKILLS

- Leadership
- Time management
- Strong communication
- Problem solving
- Active listening

PLACE:MUMBAI

DATE:20th Jan 2023



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