

CURRICULUM VITAE



LAVEENA JAGNANI

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PERSONAL SUMMARY

I intend to reach heights by working in the industry as a key player in a challenging environment where good communications skills are essential along with that my knowledge in industry can be utilized for the best interest of the organization

AREAS OF EXPERTISE

- ⦿ Leadership skills
- ⦿ Office Procedures
- ⦿ Data Management
- ⦿ Filing /archiving
- ⦿ Reception Support
- ⦿ Time management
- ⦿ Customer service
- ⦿ Communication skills

CAREER HISTORY

SL Sharma Associates -India

Back Office Executive

January 2018 – March 2019

- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Assisting and coordinating with the sales team.
- Assisting the Front Office team.
- Assisting with inventory control.
- Organizing staff meetings and updating calendars.
- Processing company receipts, invoices, and bills.
- Assisting and supporting management.

My car Private Limited (Arena)-India

Quality care executive

November 2020 – November 2021

- Initiating sales with potential customers over the phone.
- Asking questions to engage customers and keep the conversation going.
- Listening to the customers' needs to generate repeat sales.
- Gathering and documenting customer information, payment methods, purchases, and reactions to products.
- Keeping up to date on all products and informing customers of new products.
- Answering customers' questions on the products.

Academic Qualification: -

- **Bachelor of Science** from C S J M University Kanpur in 2016.
- **Intermediate** from U.P Board Allahabad in 2013.
- **High School** from U.P Board Allahabad in 2011.

TECHNICAL SKILLS

- Basic Computer Knowledge.
- CCC Certificate.
- Hindi & English Typing

DECLARATION

I hereby certify that the above stated information is true to the best of my knowledge. I am liable for any mistake or omission made in this resume of mine.

LAVEENA JAGNANI