

Manvir Kaur

RESUME

ABOUT ME

I am a determined person with strong interpersonal communication skills as well as soft skills who is ready to learn more. I seek a challenging opportunity to seek a challenging and a rewarding position. I would like to broaden my horizons and gain more insights to enhance profits and productivity to the organization as well as to one self.

EDUCATION

(2018-2021)

CALCUTTA UNIVERSITY

BSC in Chemistry

CONTACT

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SKILLS

- Administrative skills
- Strong interpersonal skills and problem solving nature with exceptional communication skills
- Organized and detail oriented
- Hardworking and can handle extreme work pressure
- Customer service, service minded , flexible and open minded
- Experience with presentation design, powerpoint, MS Word, MS Excel, Google sheets, Google slides and also competent to work on the hotelogix system

EXPERIENCES

VOXIENT PVT SOLUTIONS (SEPT2019- FEB 2020) AND WAF TECHNOLOGIES(FEB2020-SEPT2022)–

CUSTOMER CARE EXECUTIVE AND TRAINER

- WORKED AS A CUSTOMER CARE EXECUTIVE FOR DIFFERENT CAMPAIGNS.
- TOOK INTERNATIONAL CALLS AS A CUSTOMER CARE EXECUTIVE.
- TRAINED AS WELL AS DID CLIENT MANAGEMENT BY BRINGING DIFFERENT BUSINESS PROSPECTS TO THE COMPANY.
- METICULOUSLY AND DILIGENTLY TOOK CALLS BY PROVIDING THE ADEQUATE SUPPORT REQUIRED BY FELLOW COLLEAGUES IN EVERY PROSPECT.

THE LIVING ADVENTURE MANAGED BY ACCOR GOALS DURING THE QATAR GLOBAL SPORTS EVENT 2022

FACILITY COORDINATOR

- COORDINATED AND DIRECTED DAILY ACTIVITIES AND OPERATIONS OF THE DEPARTMENT.
- SCHEDULED AND ASSIGNED WORK ORDERS AND/OR MAINTENANCE REQUESTS.
- PROVIDED CLERICAL ADMINISTRATIVE SUPPORT FOR THE MANAGEMENT TEAM OF HOUSEKEEPING.
- ACTED AS A LIAISON TO COORDINATE THE EFFORTS OF HOUSEKEEPING, ENGINEERING, FRONT OFFICE AND LAUNDRY.

CERTIFICATES AND REFERENCES - CAN BE SUBMITTED UPON REQUEST