

ISHITA GOYAL

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6395009212
DOB 03012001

Education

Hill Man public school

10th
2015-2016 — 8.6/10

Hill Man public school

12th
2017-2018 — 63%

Raja Balwant Singh College

BBA
2018-2021 — 70%

Indira Gandhi open University

MBA
Pursing — MBA

Experience

Hero motocorp company

February 2021 - May 2021

Customer executive

I have handling the customers regarding the there queries and give them information about the vechiles

Teleperformance

December 2021 - Feb 2022

Customer service agent

I have handled a inbound calls of customers and handle the with there queries and maintain a good realtionship with a customer

Heyresources Services Pvt Company

18 Feb - Present

Recruitment Executive

Here I have handles the process of recruitment and select the good candidates for the multiple MNCs clients.

Internships

Management trainee

Sanchi dairy, Gwalior (October 2021)

Position of Responsibility

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Vice-Captain leading around 250 students for various co-curricular activities.

Sports-Captain for women in Senior Secondary School

Training / courses

Tata consultancy services

Youth employment programme course done online (April - June 2021)

Skills

- Tally
- Accounting
- Digital marketing

- Social media marketing
- Economics
- Statistical Modeling
- English Proficiency (Written / speaking)
- MS excel
- Basic Computer

Personal Projects

Scientific Principles of management

October 2019 - December 2019

Types of Management

February 2020 - April 2020

Micro Economics

August 2020-October 2020

Portfolio/ work samples

<https://www.linkedin.com/in/ishita-goyal-5172671a7>

Achievements & Awards

Certificates in camel art contest
Certificates in National B
Certificates in Green Olympiad
Certificates in Easy writing event
