

Khushboo Zulekha

CONTACT INFO

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- Seeking a responsible job with an opportunity for professional challenges and where my work experience would have valuable application.
- A dynamic professional with more than 2 years of experience in BPO & School

EXPERIENCE



Aegis BPO Services LTD.

Process Flipkart

Customer Service Associate

JUN 2021 TO TILL DATE

- Doing outbound call and replying to customer mail with resolution and information related to product.
- Achieved monthly target goals on a consistent basis.
- Assisting customer issues and resolving customer complaints in a timely and efficient manner.



The Crestent School

Teacher

APRIL 2019 TO JAN 2021

- Preparing lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students
- Measure progress and accomplishments of students towards their academic achievements on a regular basis and provide progress reports as required
- Manage student behavior in accordance with outlined guidelines
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus.

PERSONAL PROFILE

Date of Birth : 20th July, 1991

Place of Birth : Kolkata

Father Name : Md. Wajid

Gender : Female

Nationality : Indian

Languages : English, Hindi, Urdu & Bengali

HOBBY

Volunteering and Community Involvement, Cooking & Travelling.

EDUCATION

B.ED from Calcutta University – (2018)

M.SC from Calcutta University – (2015)

B.SC from Calcutta University – (2013)

Higher Secondary from W.B.C.H.S.E – (2008)

COMPUTER PROFICIENCY

Operating System : Windows 10, Windows 8, Windows 7, Windows XP.

Typing Speed : 40 Words P.M

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

- **Place : Kolkata (India)**
- **Date:**

Signature