



Saloni Kumari

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BJ 236, BJ Block, Salt Lake, Sector II, Bidhannagar Kolkata,
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OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

EXPERIENCE

22/12/2022

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- **Sr. Representative**
Concentrix Daksh Service Ind Pvt. Ltd. Kolkata
 - Motor Insurance Policy assistance
 - Used tools to prepare memos, correspondence and reports.
 - Enhanced overall productivity by automating repetitive tasks using CRM tools and software applications.
 - Leveraged strong negotiation skills to find mutually beneficial resolutions during challenging situations.
 - Exhibited high energy and professionalism when dealing with clients and staff.

EDUCATION

2021

- **Inter Group 1**
Cost & Management Accountant
Pass

2022

- **Bachelor of Commerce Honours**
Binod Bihari Mahto Koyalanchal University, Dhanbad
79%

2019

- **12th**
Holy Cross School, Bokaro Steel City
60%

2017

- **10th**
Bokaro ISPAT Vidyalaya
86%

SKILLS

Sales

100%

Team Building

100%

Problem Solving

100%

MS Office

80%

Accountancy

80%

ACHIEVEMENTS & AWARDS

- IRDA Certified
- Achieved more than 3 times as a OPS Champion recognition for my performance and consistency.

LANGUAGES

- English
- Hindi
- Bengali

PERSONAL DETAILS

- Date of Birth : 01/01/2000