

# **Khushnuma Parveen**

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## **OBJECTIVE**

- To Pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently to contributes to the growth of organization and to know my leadership quality.

## **EDUCATIONAL QUALIFICATIONS**

- IGNOU | DELHI | Bachelor of Science (Zoology Hons.) 2017- 2022
- 12<sup>th</sup> | CBSE | Kendriya Vidyalaya No.3 2016 - 2017

## **WORK EXPERIENCE**

**GERMANIUM TECHNOLOGIES LIMITED** **1<sup>ST</sup> AUG 2019 - 12<sup>TH</sup> MAR 2020**

**(Customer Support Representative)**

- Generated qualified leads through cold calling for Honda vehicles.
- Fixed test drive for customers to their doorstep.
- Educated to customers about product's benefits and features to drive brand interest.
- Given real time resolution and approached to visit the Dealership for final deal.

**CHOICEFORCE INFOTECH PVT. LTD.** **1<sup>ST</sup> MAR 2021 - 13<sup>TH</sup> MAY 2021**

**(Tele sales Executive)**

- We used to pitch solar panels to the Australian clients (home owner) over the phone call.
- Fixed appointment with solar expert to visit client's location by capturing their address.
- Checked the eligibility criteria of installing solar panels on their roof.
- Informed that Australian government gave rebates to all the home owner to increase our sales.

## **SKILLS**

- Hard work and confident
- Good communication skills
- Problem solving
- Analytical thinking
- Detail oriented
- Time Management
- Leadership qualities
- Critical Thinking
- Fast learner.

