



Surbhi Goswami

EXPERIENCE

December 2023 - Current

Executive Assistant IGT Solution | Gurgaon

I am currently working with Process(VFS) team in IGT Solutions. It involves direct client engagements, understanding various client issues, and providing solutions to them.

EDUCATION

2023

Master of Commerce | Commerce

Mahatma Gandhi Kashi Vidyapith, Varanasi

2021

Bachelor of Commerce | Commerce

Mahatma Gandhi Kashi Vidyapith, Varanasi

Intermediate School | Commerce

Divine Sainik School, Varanasi

High School

Divine Sainik School, Varanasi

LANGUAGES

Hindi: First Language

English:

C2

Proficient

French:

A2

Elementary

📍 Gurgaon (Haryana), 122016

📞 7982526285

✉️ surbhigoswami1999@gmail.com

SUMMARY

Experienced individual who can smoothly manage work under pressure, someone who delivers on commitments. Aspiring Individual, who wants to be successful in professional field, by means of hard work, commitment and merit. Someone, who can work individually or as a part of a team, with meticulous and versatile approach towards work. I want to be part of a dynamic organization, where learning and creativity leads to effective growth and give opportunities to develop skills.

SKILLS

- Leadership
- Effective Communication
- Self-Motivation
- Decision Making
- Marketing
- Multi-Tasker
- Computer Knowledge
- Web Surfing

HOBBIES AND INTERESTS

- Dancing
- Sports
- Crafting
- Reading
- Cooking
- Social Media Engagement
- Driving

ACCOMPLISHMENTS

- Scored 71.15% in TCSNQT Score (Conducted on National Level).
- 2nd Prize in Running, Annual Sports Day, 2017.
- 3300+ Subscribers on YouTube.

PROFESSIONAL TOOLS

- Sales Force
- Mioot



- Fuse
- Bolt