

Gaurav Mishra

7987998311 iamgauravmishra1@gmail.com

SUMMARY

I am a recent Political Science graduate with a strong dedication to customer service and a desire to excel in this field. With excellent communication skills, proficiency in Microsoft Office, and a commitment to delivering high-quality service, I am eager to contribute to a role where I can learn and grow within a customer-focused environment.

EDUCATION

Bachelor of Arts

Awadhesh Pratap Singh University

Rewa (Madhya Pradesh)

2021 - 2024

STRENGTHS

Communication Skills

Strong written and verbal communication abilities

Relationship Management

Skilled at building and maintaining professional relationships

Time Management

Effective time management capabilities

Conflict Resolution

Strong conflict resolution abilities developed through academic projects

Learning Attitude

Open mindset and eagerness to learn industry-specific knowledge

Interpersonal Skills

Natural interpersonal skills with a positive, outgoing nature

Organizational Skills

Strong organizational skills and attention to detail

Task Prioritization

Ability to prioritize and manage multiple tasks

Team Player

Adaptable team player willing to learn and grow

Listening Skills

Active listener with ability to understand and address concerns

Technical Skills

Proficient in Microsoft Office Suite (Word, Excel, Outlook)

Problem Solving

Demonstrated critical thinking and problem-solving skills

Flexibility

Flexible schedule with willingness to work in 24/7 rotational shift environment, including weekends