

Khushboo Kumari

+ 91 9608387896 | officialkhushboo2025@gmail.com

Location- Ghaziabad, UP

Proactive professional with over 2 years of experience in sales support, customer relationship management, MIS handling, and technical support. Skilled in CRM optimization, client coordination, administrative support, and network maintenance. Seeking to grow as a versatile IT professional by bridging technical knowledge with business and customer requirements.

Education

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| •Master of Computer Application
<i>Marwari College, Ranchi University</i> | <i>Sept 2023 - July 2025</i>
CGPA: 8.2/10 |
| •Bachelor of Science (IT)
<i>Gossner College, Ranchi University</i> | <i>Sept 2019 - July 2022</i>
CGPA: 8.71/10 |

Technical Skills

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- Proficient with: Java, JavaScript, C++, HTML, CSS, AML, DP.
 - Familiar with: Android App Development, Android studio.
 - Database & Query Languages: Database Management, Data Extraction, Data handling.
 - Tools: MS Office, C, C++, HTML, CSS.
 - Soft Skills: Technical Support, Documentation, Communication, Time Management, Problem-Solving, Rapport Building.

Experience

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- Sales Executive *Jan 2023 - March 2025*
Propel Realty Venture Private Limited, Ranchi
 - Managed customer records, sales leads, and documentation.
 - Handled client queries and professional follow-ups.
 - Assisted sales teams through coordination and reporting.
 - Optimized CRM systems for improved efficiency.
 - Monitored and maintained computer networks.
 - Analysed weekly sales metrics to identify bottlenecks and implemented a new outreach strategy that boosted meetings.

Certifications

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- Certificated by Marwari College for national level seven days Machine Learning training program.
 - Certificate in Python with machine and data visualization.
 - Certificate of Completion by great learning in IT and career readiness.