



ARCHANA GUPTA

Telecaller & Data Entry

Contact

Address
Dubai Marina, Dubai UAE

Mob. No.
+971-55-758-7564

Email:
archanagupta432678@gmail.com

Skills

- Fast Learning
- Problems Solving
- Team Work
- Hard Work
- Listening Music

Passport & Visa

Passport No. W2667155
Issue Date: 13-09-2022
Expire Date: 12-09-2032

Visa Status: Visit Visa

EDUCATION

Sampurnanand Sanskrit University | Varanasi, INDIA

Master in Art - 2020

M.A. in Sanskrit is a postgraduate programme built on the fundamentals of Vedic and Sanskrit literature, Indian philosophy, ethics, and Sanskrit grammar. It is a historical Indo-Aryan language that serves as the principal liturgical language for Hinduism, Jainism, and Buddhism.

Deen Dayal Upadhyaya Gorakhpur University | Gorakhpur, INDIA

Bachelor In Art - 2017

BA Sanskrit is a 3-year duration undergraduate course in Sanskrit. The course covers Sanskrit Prose, Poetry, Grammar along with certain sections of Bhagavad-Gita and Mahabharata.

Rajeev Gandhi Computer Saksharta Mission | Gorakhpur, UP INDIA

Diploma In Office Automation and Publishing- 2019

- ✓ COMPUTER CONCEPT & FUNDAMENTALS
- ✓ OPERATING SYSTEM
- ✓ MS-OFFICE (MS-WORD, MS- EXCEL, MS-POWER POINT)
- ✓ COMPUTER NETWORK & INTERNET

WORK EXPERIENCE

Vodafone, INDIA

Telecaller

2021 to 2023

- Knowing all the details of the product or service offerings.
- Regularly updating and obtaining the lists of individual contact details.
- Meet and exceed sales target set by the organization.
- Stay updated with market trends to better serve customers.
- Identify customer needs and provide solutions through the company's products and services
- Build and maintain positive relationships with future prospects.

SUMMARY

A tele caller is one who makes outbound calls to inform or promote the company's product or service. They are responsible for carrying out, and handling the sales deals entirely over the phone.

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.