

**Jasmine Alexander**

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## CAREER OBJECTIVE

Wish to have a challenging growth oriented career in a progressive organization where I can prove my qualification and skills to the maximum extend in promoting business of the organization.

## SKILLS

### Communication Skills

#### Computer Skills

Ms Office, Computer Networking,Assembling System  
Good knowledge in PowerPoint , Microsoft studio, Microsoft Surface .

#### Customer service

## EXPERIENCE

May-2022 - May-2023

Research Analyst

### Global Opportunities

Duties to research on universities world wide, information regarding entry requirements, english requirements and tuition fees for the admission of students

Mar-2020 - Jan-2021

Customer Executive

### Flipkart

Duties to resolve customer queries regarding the product purchase and provide solution for the different question and resolving it on time

Feb-2018 - Feb-2020

Front Desk Receptionist

### BGM Enterprises

- Managed and organized meeting facilities and scheduled 80+ meetings per month
- Facilitated clear communication between clients , employees And management directing 100+ calls daily
- Assist clients in scheduling meetings ,including follow-up and reminder phone calls
- Provided professional reception services and managed front waiting rooms , ensuring clients were comfortable before meetings
- Helped to organize all communication, both internal and external and organized 700+ person mailing list of potential clients.

Feb-2015 - Apr-2017

Free Lancing Promoter

### Events-Radio Mirchi Cooking Contest, fdci ,wedding, Auto Expo

Excellent communication and interpersonal skills, a well-groomed appearance, commercial awareness, and the ability to assess customer needs.

## EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
BA	Swami Vivekananda Subharti University			Pursuing

Intermediate		NIOS	78 %	2014
10th	Vidya Niketan Public School	CBSE	7.0	2010

## STRENGTHS

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Creative- Ability to come up with new ideas .  
 Customer service- Attentive to customer needs.  
 Honesty -openly shared ideas to help improve the business process.  
 Patient- Maintained a sence of peace while waiting for assignment.  
 I am always open to new learning , thoughts and suggestions.  
 I always carries positive attitude and think about situation in keeping myself in other person's shoes  
 I always think about the interest of the company.

## HOBBIES

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1.Watching Movies  
 2.Acting  
 3.Pottery

## PERSONAL DETAILS

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Address Bur Dubai  
 , Dubai  
 Date of Birth 07/04/1993  
 Gender Female  
 Nationality Indian  
 Marital Status Married  
 Languages Known English and Hindi

## DECLARATION

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I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.I take responsibility for the correctness of the said information



Jasmine Alexander