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16/09/1993



Indian



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EDUCATION

10th
MP board from Little
Angles' Higher
Secondary School,
Indore, India

- Received Government Scholarship

12th MP: Commerce
board from Little
Angles' Higher

SARITA BORASI

PROFESSIONAL SUMMARY

To continuously learn and grow with the success of organization, align my objectives with that of the organization and work for the achievement of the same in an effective manner. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals.

SKILLS

- Professionalism
- Honesty and integrity
- Adaptability
- Problem-Solving
- Dependability/Reliability/Responsibility
- Loyalty
- Positive Attitude/Motivation/Energy/Passion
- Self-confidence
- Self-Motivation/Ability to work without supervision
- Willingness to learn
- Leadership/ Management skills
- Multicultural Sensitivity/Awareness
- Planning and Organization
- Teamwork
- Exceptional list

WORK HISTORY

January 2020 - September 2020

Task Us - Customer Service Representative, Indore, India

- Handled customer complaints, providing appropriate solutions to guarantee positive outcomes.
- Answered customer telephone calls promptly and improved on-hold wait times.

Secondary School,
Indore, India

- Professional development completed in IT

MSW

DAVV, Indore, India,
December 2016


DECLARATION :- I declare that the information is given by me and it is true to the best of my knowledge and belief

B.Com

DAVV, Indore, India,
August 2014

- Taxation

LANGUAGES

English B2

Upper intermediate

Hindi C1

Advanced

- Assisted customers with varying questions using product knowledge and service expertise.

October 2020 - November 2022

Task Us - Supervisor Escalation SES, Indore, India

- Implemented customer follow up to uphold service standards.
- Offered current, accurate advice on optional solutions for concerns.
- Obtained feedback from customers to improve service experience.

November 2022 - June 2023

Task Us - Fraudulent Operation Service FOS, Indore, India

- Oversaw customers issues within order.
- Crossed check customers account whether he is eligible for refund or not.
- To check customers fraudulent activities.

ADDITIONAL INFORMATION

Passport Number-V3380983

Passport Expiry-21/11/2031

Visa type- Visit Visa

Visa Expiry Date-02/09/ 2023

PERSONAL INFORMATION

Gender- Female

Marital status- Single