

CURRICULUM VITAE

Sara Khan

Address: - Room no. 932,
Navjeevan society,
Hanuman Nagar-B,
Vikhroli Park site
Mumbai: - 400079
Mobile No: 9619090302
Email: sk7832302@gmail.com

Bachelors of Commerce

Career Objectives:

To become a successful professional Person in the field I will Work, to excel and explore Knowledge, to work with an organization which gives me chance to learn new things as well as opportunities to implement my knowledge for mutual benefit & share my knowledge for the benefit of organization.

EDUCATION

SR NO.	Examination	Institution	Passing Year	Percentage
1.	T.Y.B. Com	Mumbai University	2019	CGPI - 6.13
2.	H.S.C	Maharashtra State Board of Secondary and Higher Secondary Education.	2015-16	68.40%
3.	S.S.C	Maharashtra State Board of Secondary and Higher Secondary Education.	2013-14	74.20%

WORK EXPERIENCE

Accenture

Prudential:

Prudential is a USA based insurance company

Working as an Insurance Operation Associate my job role is to provide Customer service and Client service managing and updating data in excel and word and in their respective applications, handling finance and claims, managing emails, data entry etc.

Snapchat:

Snapchat is a social media platform: Worked 16 months

Worked as a Content Moderator my job role was to thoroughly review and filter ads, contents, lenses etc. for better user experience based on our review the ads go to next step for go live on platform.

R&SA (Royal& Sun Alliance):

R&SA is a UK based insurance company: Worked for 22 Months

Joined Accenture with R&SA insurance as a Customer Manager and Finance operator my job role was to review their accounts and finance details manipulate the data and processing entries on their respective applications, maintaining excel, word accounts and finance details providing customer service by handling customer on emails, calls and chat.

As a cross skilled employee Worked for Motor insurance as well in same process there my job role was to prepare quotation for all types of vehicles, data entry for all vehicles, creating letters templates, maintain insurance details for future claim handling client on emails chat.

Pace Setters Business Solution PVT.LTD: Worked for 8 Months

Pace Setters Business Solution PVT.LTD is a Domestic BPO

Worked for Pace Setters as a customer service executive my job role was to handle welcome call and greet customers for insurance policy provide details, handle and resolve query maintain details etc.

ECO Recruitment: Worked for 5 Months

Eco Recruitment was domestic recruitment agency

Worked for Eco Recruitment as recruiter my job role was to handle calls provide details and took some interviews at the time of requirement.

COMPUTER SKILLS

- Microsoft Office Suite: Proficiency in Word, Excel, PowerPoint, and Outlook.
 - Google Workspace: Knowledge of Google Docs, Sheets, Slides, and Gmail.
 - Scheduling tools: Using tools like Google Calendar and Microsoft Outlook for managing schedules and appointments.
 - Email platforms: Familiarity with platforms like Microsoft Outlook and Gmail.
 - Video conferencing: Proficiency in Zoom, Microsoft Teams, Google Meet, and Skype.
 - File organization: Creating and managing folders and files effectively.
-

STRENGTHS

- Inculcate news ideas
 - Customer service
 - Multitasking
 - Leadership
 - Effective communication
 - Time management
-

PERSONAL DETAILS

- **Date of Birth:** 25th December 1998
 - **Gender:** Female
 - **Language known:** English, Hindi, Marathi, Urdu.
 - **Nationality:** Indian.
 - **Marital Status:** - Single.
 - **Hobbies:** - Cooking, Drawing, Mehendi design.
-

DECLARATION

I declare that the foregoing information is furnished to the best of my knowledge and as per the documents.

Date:

Signature:

Place: Mumbai.

(Sara Khan)