

RESUME

Monika Mittal

Customer Service Associate

485/18,
Bhikam Colony Ballabgarh, Tigaon Road
Haryana - 121004
Mob No. : 7982242530
Email Id : monimit885@gmail.com

CAREER OBJECTIVE

To make contribution in the organization with best of my ability and also to develop new skills during the interaction to achieve new heights.

ACADEMIC QUALIFICATION

S.No.	Qualification	University / Board	Year	Per %
1	B.Com(H)	Maharshi Dayanand University	2022	59.51%
2	Senior Secondary	HBSE	2019	85.4%
3	Secondary	HBSE	2017	75.6%

PURSUING

- M.A(BGS) From Ignou, 2024.

WORK EXPERIENCE

- Fresher

TECHNICAL SKILL

- MS Office, Tally Erp 9, Internet Explorer

SOFT SKILL

Training By Grow Foundation, 2022

- Communication Skills(Listening Skills, Body Language, Speaking Skills)
- Digital Literacy, Aptitude, Communicative English
- Behaviours (Confidence, Team work, Work Ethics, Appearance, Learning Agility)

CERTIFICATE

- Skill India Digital Hub, 2025
- CRM Domestic Voice- Hindi
- Sports and Cultural Programme

PERSONAL INFORMATION

Father's Name : Mahender Mittal
Date of Birth : 2000-06-09
Language Known : Hindi & English
Gender : Female
Nationality : Indian
Marital Status : Unmarried

DECLARATION

I hereby declared that the above information given by me is true to best of my Knowledge.

Place : BALLABGARH

(Monika Mittal)