

Resume

Reham Kumari

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Objective

I aim to help every student express themselves in a safe and supportive environment. I am seeking the vacant teaching role to deliver engaging and inclusive classes and prepare students for the next stage of their learning.

Professional Education

Qualification	School/College	University/Board	Year	Stream/Degree Specification
Post Graduate	IGNOU	IGNOU	2022	Sociology
Graduate	Kalipada Ghosh Tarai Mahavidyalaya	University of North Bengal	2019	B.A(Sociology)
Class 12	St Augustine School	ISC	2016	Arts
Class 10	Daisies Boarding School	ICSE	2014	

Key Skills & Responsibilities

- Basic Of Computer
- Advanced understanding of basic office application including MS Office (Word, excel, Power point, Outlook)
- Good Stakeholder management skills
- Strong communication and organizational skills

Experience

Worked as customer support officer at Cogent E-Services Ltd from Feb 2023 to Jan 2024

Details of work:

- Assisted 50+ daily customer with checkout, answering outstanding questions.
- Managed Inventory and directed support staff to assist customer who asked for specific items.
- Collaborated with 8 cashiers, Offering assistance to other teammates during busy times.

Personal Details

Date of Birth : 30th December 1998
Fathers Name : Sunil Kumar Chaudhary
Nationality : Indian
Marital Status : Single
Language known : English, Hindi, Nepali
Hobbies : Dancing, Reading novels, Teaching and Listening to music

Awards and acknowledgements

- Runner up in model United Nations (2018)
- Runner up in Debate competition (2015)

Strengths:

- Proactive and self-motivated.
- Work effectively individual as well as team.
- Positive attitude.
- Analyzing and problem-solving ability.

Address:

Town - Kurseong
Dist: Darjeeling
Pin - 734203
West Bengal

Declaration:

I hereby declare that the above information given by me is true to my knowledge.

Reham Kumari