



SALEHA PRAVEEN

Contact



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RP NO : 29735641560

Languages

- Arabic: Learning
- English: Very Good
- Urdu: Excellent
- Hindi: Excellent

Declaration

I hereby declare that the Details given above are true to the best of my knowledge and belief.

Curriculum Vitae

SALEHA PRAVEEN

Energetic. Adaptable. And self - motivated sales and marketing associate. Solid qualification in project management, sales and customer relation. Excellent communication, administrative, and time management skill with the ability to effectively work both individually and part of a team passion for learning and strong desire make the change to a more satisfying and fulfilling career.

EDUCATION

B.COM (2021)
(INDIA)

COURSES AND CERTIFICATES

- Certificate in computer information technology.
- Diploma in Financial Accounting in computer.
- Managing study time and prioritizing.
- Employing computers in forensic sciences.
- Developing speaking and presentation skills.

EXPERIENCE

BANK TELLER

Bank of baroda : February 2021 to February 2022 (India)

Responsibilities for bank teller

- Identifies cross-sell opportunities and makes referrals to platform staff.
- Maintains compliance with bank's established dress code.
- Assists in community events.
- Other operational duties assigned as needed.
- Receives commercial and individual checking and saving deposits.
- Places stop payments and holds.
- Assist consumer and business customers in their selection of various accounts, products and financial services available from the bank.

Customer Service

Pacific Mall Jasola Shopping Center New Delhi 2023 - 2024

Responsibilities

- Listen to customer's questions and concerns and provide answer or response
- Provide information about product and service
- Take orders, calculate charges, and process billing and payment
- Review customer account and make changes, if necessary
- Handle returns or complaints.