

# Kshitij Asthana

Hungry for learning, straight forward, Hard worker, Communication skills  
,Leadership quality, Management skills

62A/1 Kacchi Sadak Daraganj  
Allahabad, 211006  
**6393422696**  
**asthanakshitij@gmail.com**

## EXPERIENCE

### Reliance Jio Infocomm Ltd

Allahabad

#### *JioFiber Associate*

June 2020 - July 2021

Customer Service, Customer Handling, Solving there complaints and queries, Sales, Customer Relations

### Ienergizer

Noida

#### *Customer Care Executive*

December 2019 - February 2020

Customer Service, Customer Handling, Create Complaints and Queries

## EDUCATION

### Kamlesh Yadav Degree College Allahabad

#### *Bachelor Of Commerce*

August 2015 - April 2018

Accounting, Finance, Business Management

### Kali Prasad Intermediate College Allahabad

#### *12th*

May 2012 - June 2013

#### *10th*

May 2010-June 2011

## SKILLS

Customer Service  
Customer Handling  
Problem Solving  
MS EXCEL  
MS OFFICE  
MS WORD  
Internet Browsing  
Sales

## AWARDS

Employee Of The Month in  
Reliance Jio Infocomm Ltd in  
September 2020

Essay Competition

Quiz Competition

Represent at various school  
level event

## LANGUAGES

Hindi, English