

# Gunjita Verma

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☎ 7678243149

📍 H.NO.31/6 Devi Lal colony  
,Gurugram

📅 26/01/2002

👤 Unmarried

🚩 Indian

♀ female

## 🖋 LANGUAGE

Hindi  
English  
Punjab

## 🖋 DECLARATION

I here acknowledge that all the details  
furnished above is true to the best of  
my knowledge .

Gunjita

## 🎓 EDUCATION

**B.com from Dronacharya Goverment College**

Passing year  
2025(Final result is  
awaited)

**Completed +2 National Open School in 2021**

**Completed 10th HBSC Govt. Girls Sr. Sec. School  
In 2019**

## 📖 COURSES

- Computer

## 🔑 INTERESTS

- Listening Music
- Willingness to learn new things

## 🏆 ACHIEVEMENTS

Participated in various cultural events in school.

Receive many appreciation from school and awards  
too.

## Work Experience

- Robotica Labs :-Customer Supports

03/2022 - 09/2023  
Customer Handling  
Inbond , Outbound Calling  
Resolve Customer Query

- Serve Solution Services :-Hr Recruiter

10/2021 - 03/2022  
Managing the full recruitment cycle  
Including job postings  
Screening Applications  
Conducting Interviews

- Harpreet Motors :- Customer Supports

10/2023 - 01/2025  
Service Marketing Calls -Warranty , RSA  
Feedback Analysis  
PSF Callings  
Arrange Appointment Sheet & Driver  
Assign

- **Dagar Power Mahindra Generators :-**  
**Customer Supports**

**01/2025 - 06/2025**

**Inbond , Outbound Calling**

**Resolve Customer Query, Enquiry**

**Make a Price Quotation**