



# JEETU KUMAR

📍 Delhi, India 110033  
📞 8750320735  
✉ kumarjeetu395@gmail.com

---

**SUMMARY** I'm Hardworking With Smart Work Good Learning Skill

---

**SKILLS**

- Basic Of Computer
- Excel, PowerPoint, Ms Word
- Tally Prime
- Positive Attitude
- Communication Skills
- Customer Handling

---

**EXPERIENCE** **6 MONTH OF BILLING EXPERIENCE**, 03/2023 - Current

**Murari Jha**, Delhi, 110033

- Developed and implemented customer service policies and procedures to ensure superior guest experience.
- Conducted regular training sessions for staff members on the importance of providing exceptional customer service.
- Monitored the performance of team members to ensure they are meeting customer service standards.

---

**1 YEAR OF SALE EXPERIENCE**, 03/2022 - 03/2023

**Nitish**, Delhi, 110042

---

**4 YEAR OF FIELD EXECUTIVE**, 01/2018 - 03/2021

**Nitu**, Delhi, India

---

**EDUCATION AND TRAINING** **F/U Block Pitampura School**, Pitam Pura F/U Block  
**Associate of Arts**

---

**LANGUAGES** **Hindi** : **A1**  
Beginner