# Swaleha Khan

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## Professional Summary

Experienced professional with a background in education, counseling, and data entry. Skilled in providing student guidance, handling data with accuracy, and teaching Hindi. A quick learner with excellent communication and problem-solving abilities.

## Experience––

### Data Entry Operator

Expletus Technologies Pvt Ltd, Indore

August 2023 – Present

- Enter data accurately and keep records up-to-date.

- Use railway software to check if the information entered is correct.

- Fix any errors in the data and ensure everything is accurate.

### Tele Caller

Connecting Education, Indore

April 2022 – September 2022

- Handled inbound and outbound calls to provide information about educational services.

- Assisted in scheduling appointments and following up with potential students.

- Provided excellent customer service to ensure a high level of student satisfaction.

### Education Counselor

Connecting Education, Indore

October 2022 – July 2023

- Helped students choose the right courses and careers.

- Built strong relationships with students to ensure their satisfaction.

- Organized workshops and provided guidance to help students succeed.

## Education

Masters of business administration

Specialization in IT, Finance   
DAVV University

Bachelor of Commerce (B.Com)  
Shri Vaishnav Commerce College, Indore

High School (Commerce)  
Govt. Girls School, Indore

## Skills

- Data Entry: Accurate and efficient data entry skills.

- Counseling: Experience in student guidance and support.

- Communication: Clear and effective communication in English and Hindi.

- Problem Solving: Able to solve issues quickly and efficiently.

- Adaptability: Quick to learn and adapt to new tasks.

- Computer Skills: Basic knowledge of Tally, CPCT, and railway software.

## Interests

- Learning: Interested in personal development and learning new skills.

- Music: Enjoys listening to music in free time.