## CURRICULUM VITAE

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**Whats app Mobile:+971504753686**

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## OBJECTIVE

To pursue a highly challenging career and work closely with a team of highly experienced professionals so as to enable myself to grow along with the firm.

## EXPERIENCE

1. Customer Care Executive at Tata Business Support Services Limited

**Duration:** - 08th February 2013 to 08th February 2015.

**Responsibilities:**-

1. Handling DHT customer grievances.
2. Pitching packages to customers & generating sales orders.
3. Retaining customers & sharing customer voice with superiors.
4. Production Supervisor & General Administrator at Parshwanath Paints,

**Duration:** -05th January 2012 to 12th January 2013.

**Responsibilities:**-

1. Supervising production of paint products & getting output from down team.
2. Sales - Taking orders from clients & ensuring timely delivery of products.
3. Processing invoices & follows up for payments & orders to meet the targets.

## ACADEMIC CHRONICLE

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| --- | --- | --- | --- |
| **Degree** | **Year of Passing** | **College / University** | **Percentage** |
| M.C.A | 2014-2015 | C. D. J. College, | Appeared |
| B. C. A. | 2011-2012 | C. D. J. College, | 49.00% |
| H. S. C. | 2007-2008 | R.B.N.B College,. | 54.83% |
| S. S. C | 2004-2005 | Shri Laxminarayan Vidhyalaya, | 51.60% |

## TECHNICAL SKILLS

* Operating Systems : WINDOWS.
* Languages : C,C++, Data Structures,VB,JAVA.

## STRENGTHS

* I believe in maintaining high standard of work.
* Good Team Work with Positive Approach.
* I believe in sincerity and dedication in the execution of the work given to me.

## PERSONAL PROFILE

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| Languages Known | : | English, Hindi & Marathi |
|  |  |  |
| Sex | : | Male |
| Marital Status | : | Single |
| Date of Birth | : | 21st October 1989 |