**To whomsoever it may concern,**

Please find my attached detailed resume for your review.

I believe I have the necessary skills and capabilities. I am client-oriented, organized, resourceful, personable and a quick learner.

Your company requires someone who excels at any given field. I would like to pursue my career in your esteemed organization. I am also very eager to become a part of a successful team like yours. Joining your organization would give me a chance to utilize and develop useful skills that will help in pursuing my long-term goals.

**Curriculum Vitae**

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**Career Objective**

Believe in taking responsibilities as means of developing a successful career. Aiming to pursue a challenging, high caliber career in a reputed organization where my abilities are utilized to the maximum extent and have ample scope for enhancing my skills.

**Employment History**

Company Name : Delivery App.

Location : India

Duration: November 2014 to December 2015.

Position : Operation Analyst

**Job Responsibility:**

* Maintaining customer database and track of orders.
* Issuing refunds of customers and Bank transactions.
* Advising decision makers on appropriate course of action.
* Arranging meets with the stake holders of the food company to identify company needs.
* Creating and verifying client performance files.
* Coordinating with clients to ensure prompt resolution of issues.
* Setting up quality standards for various operational areas aimed at high quality customer services in compliance to SLA and procedures.
* Responsible to train new joiners in the team.

**Total Work Experience: 1 Year and 1Month.**

**Academic Summary**

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| **SL** | **Education** | **Institute (Duration of Course)** |
| 1 | B.com | CV Raman College affiliated to University of Chhattisgarh (July 2012 - June2015) |
| 2 | 12th (PUC) | Govt PU College, Montepadavu affiliated to Mangalore University( 2009-2010) |
| 3 | 10th (SSLC) | Sarojini Madhusudan Kushe School (2008) |

**Key Skills and Competencies Achieved.**

* Best in Internet and E-commerce Management.
* Thorough knowledge of Accounting.
* Excellent interpersonal and applicant assessment skills.
* Ability to develop, propose and implement strategies and plans.
* Ability to deal with people diplomatically.
* Excellent customer relationship management.
* Excellent management and counseling skills.
* Strong presentation and negotiation skills.
* Strong analytical, problem solving and organizational ability.
* Contacting and communicating with high end decision makers.
* Strong decision making and problem solving skills.

**Proficiency in Computers**

* Programming languages known C, C++, Java, and Visual Basic.
* Excellent in Ms Office.
* Good proficiency in using online tools and Applications.
* Operating system specialist.

**Personal Traits**

* Proficient in written and oral communication.
* Perfection is my attitude, bearing in mind of organizations preferences.
* Efficient in handling variety of tasks simultaneously.
* Efficient leadership and administration skills.
* Willingness to learn – flexible and adaptable.
* Believe in getting work done on time.

**Personal Details**

DOB : 11-2-1992

Marital Status : Unmarried

Nationality : Indian

Languages Known : English / Hindi /Urdu /Kannada

**First Name of Application CV No:** **1654938**

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