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**ADITYA S**

**EDUCATION:**

**Tertiary:**

SY. B A

P.E.S College

**Secondary:**

Ameya Higher secondary

June 2009 – March 2011

(49%)

**Elementary:**

Vivekanand High School

March 2009 (36%)

**Email Address:** aditya.281295@2freemail.com

**PERSONAL INFORMATION**

**Birth Date**: 18 August 1993 **Age :** 22

**Place of Birth**: Goa, India **Citizenship :** Indian

**Civil Status**: Single**Sex :** Male

**Height**: 5.8 ft.**Weight :** 47kg

**Religion**: Hindu

**CAREER SUMMARY**

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge in the field of spare parts and office procedures. A quick learner who is willing to absorb new ideas and is experienced in coordinating, planning and organizing a wide range of spare parts activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for a carrier advancement opportunity with a company that will allow me to develop my skills & potential.

**SUMMARY OF QUALIFICATIONS**

* Intensive knowledge in documentation & control standard &other admin functions
* Excellent ability to keep patience in case of crisis.
* Excellent ability to use diplomacy and non judgmental behavior in stress situation.
* A hardworking, customer oriented and beautiful professional with experience in customer service.
* Expertise in customer and safety
* Good in oral and written communication
* Flexible and versatile, multi task and can handle pressure
* Highly trainable in assigned task & ability to multitask in meeting changing deadlines

**EMPLOYMENT PROFILE**

1. **VISHWAKAMAL TRAVELS:** Internatinal and Domestic Airlines, SouthWestern & Konkan Railway, Western Union MoneyTransfer, CurrencyExchange & Bus Booking

**Position: Computer Operator**

**( 1 April 2011 – 30 April 2012 )**

1. **COMPANY: T.V.S – Parker Motors**

 **( Panjim- Goa )**

 **Position: Spare Parts Incharge**

**(1 May 2012 – 29 February 2016 )**

**JobProfile:***Overcome customer objections by using probing skills to achieve sales goals. Provide excellent customer service while in a high call volume and fast paced environment. Demonstrated strong product knowledge by answering customer questions in an accurate and timely manner as well as selling products and services while performing data entry.*

**Main Duties**

* To respond quickly and efficiently to all in coming sales inquiries, by telephone, fax, email and other correspondence.
* Ensuring office procedures and systems operate efficiently.
* Serves as arm to all departments; clerical, admin & other assign jobs and assists office staff in maintaining files and databases.
* Receiving stores and issuing spare replacement parts, equipment and also expandable items used in repair or maintenance shop.
* Taking inventory of parts plus equipment maintaining inventory records.

I hereby certify that the above information is true and correct to the best of my knowledge.

Signed