

Contact HR Consultant for CV No: 2046690

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**April, 2017**

A budding professional with 2 years ‘of experience in the field of Accounting, Customer Service & Data entry seeking an entry level position to demonstrate, acquired skills while, achieving set goals.

**CORE COMPETENCIES**

* Excellent Communication Skills
* Ability to generate sales leads
* Quick Learner & Hard Working
* Team Player & Target Oriented
* MS Office Suite

**EMPLOYMENT CHRONICLE**

**Services, India November’2015 to September’2016**

**Customer Support Executive (April, 2016 to Sep, 2016)**

* Calling the customers, advising them & cross selling the yearly computer protection antivirus plan to them.
* Resolving client problems and requesting with a goal of providing 100% client satisfaction.
* Experience of interacting with individuals from different nationalities and maintaining professional rapport.
* Maintained e-mail list to update promotional offers to the customers.
* Generating sales lead.
* Achieved monthly targets.
* Being awarded for highest sales for consecutive 3 months.

**Data-Entry Operator (Nov, 2015 to April, 2016)**

* Ms-office
* Ms-excel
* E-commerce

**D.S.Sonawane & Associates, India February’2015 to October’2015**

**Accountant**

* Conduct accounting activities on day to day basis.
* Prepare monthly management reports.
* Handle sales invoice, receipt entry, debtors aging analysis.
* Resolve customer queries with issued invoices.
* Maintain the documents & drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

**EXTRA CURRICULAR ACHIEVEMENTS**

* Conducted research on distribution system of “Hindustan Uniliver Limited”.

(Topic under Study-Entrepreneurship Development)

* Workshops.
* Participated in various competitions at school and college level.

**ACADEMIC CREDENTIALS**

**Bachelors of Commerce 2012-2015**

BYK College, Nasik

**HSC** **2011-2012**

BYK College, Nasik

**SSC 2009-2010**

DR. Gujar Subhash English Medium School, Nasik

**PERSONAL INFORMATION**

Date of birth: 08 June 1995.

Nationality: Indian.

Marital Status: Single.

Languages: English, Hindi & Sindhi.

Hobbies: Playing cricket, Swimming & Physical Training.