Resume

Name: Vivek

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Career Objective.

Seeking a competitive position in an organization, where there is an opportunity to exhibit strength and enhance skills by utilizing myself as a resource for all kind of challenging jobs and upgrading my knowledge and skills from time to time while striving for the growth and development of the organization.

Work experience:

* Company Name: M/S P. Nandlal & Company.
* Designation: Office Coordinator.
* Period of Employment: April 2010 till October 2011
* Company Name: **International BPO / call center**
* Designation: Customer Service Executive.
* Period of Employment: 2nd January 2012 till July 2016
* Job Responsibilities:
* Handling Inbound calls., back office job
* Promoting Sales for the company.
* Providing Product / Service Information accurately.
* Resolving customer queries within the assigned time.

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Education:

Secondary certificate

National Institute of Open Schooling, Pune.

Higher secondary Certificate

National Institute of Open Schooling, Pune. (2011)

Extra Courses:

* Airline Ticketing Reservation / Foundation Course.
* DTP: CorelDraw, PageMaker, Photoshop.

Skills:

* I have the ability to convince customers to achieve sales.
* Good grasping capacity.
* Good neutral voice and accent in English.
* Keen, attentive, initiative, enthusiastic and friendly

Personal details:

* Date of birth: 12th July 1990.
* Height : 5ft, 7 in
* Gender: Male, Single.
* Nationality: Indian
* Hobbies: Music, Trekking, Cycling.

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I hereby declare that all information given above is true to the best of my knowledge and belief.