**PERSONAL DETAILS**


**Jay**

*Age*: 23,
 *Marital status*: single,
 *Gender*: male,

*Date of Birth*: 31/01/1995

*Hobbies:*  Traveling, Music, Food, Cricket.

*E-Mail:* *jay.381764@2freemail.com*

~ Education ~

* *Sunrise University,* Bsc Chemistry (DL)*,* 2014-2017, Score - 67.8%%
* *Sheth C.M High School, Gandhinagar,* Completed my HSC, 2012 (GSHSEB) Score - 52,8%
* *Sheth C.M High School, Gandhinagar,* Completed my SSC, 2010 (GSEB) Score - 85,38%

~ Employment History ~

* *Sept 2015 - February 2018;* Worked as a Team leader in Customer Support up til Feb 2018 at J. K. Infosys.
* Setting an example for the team in achievement of their goals.
* Giving directions and instruction to the team as and when required.
* Filing of sales report on daily basis.
* Setting targets for individuals as per their skills.

~ General Skills ~

* **Key Skills, Core Competencies & Strengths** - Organizational and management skills, Excellent time management, Motivational skills.
* Concerning for Communication Skills; Confident, articulate, and professional speaking abilities. Empathic listener and persuasive speaker.
* Good judgment to perform given initiative with committed deadline · Strength proven at times- Ability to perform well with little to no supervision.

~ Technical Skills ~

* Data analysis - Good at collecting, organising and interpreting company data, familiar with microsoft Office package.
* Some experience of coding in basic html language, with good typing speed.
* Project management: Good in planning, directing and executing the tasks necessary for a successful project.
* Highly trustworthy, discreet and ethical.
* Capable of multitasking and adapting to fast-paced and changing environment.
* Can operate Microsoft office suite fluently.
* Good accounting knowledge and can operate Tally.

All information stated above in this document is true to the best of my knowledge and belief