

**Chintan**

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# OBJECTIVE

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Seeking a Position in Computer Operator & Sales Coordination with a reputed organization & to grow in a challenging and competitive environment by utilizing my knowledge, leadership skills and managerial experience and there by become an asset to the organization.

**SKILLS**

* Creativity Training · Effective Management
* Marketing and Advertising · Up selling
* Diligent and Quick Learner · Team Building
* Safe Study · Negotiation Skills

# WORK EXPERIENCE

* **VODAFONE IDEA LTD**
* Job Profile : **Front Desk Executive**
* Period : Jun 2016 To till continue
* RESPONSIBILITY
* Overall responsibility for activities at a Vodafone Idea store spanning customers service, store level sales and revenue targets across all products (voice – Postpaid / Prepaid, Data, broadband, antivirus)
* Execute marketing promotions, display and store experience schemes.
* Manage Churn and achieve customer satisfaction for walk in customers.
* Coordinate with the clients and resolve there issues regarding (Sim card, Network, Headset)
* Preparation of invoice, sales reports & Cash reports.
* Follow up with the customers and services related matters.

# LIC (LIFE INSURANCE CORPORATION OF INDIA)

* Job Profile : **Computer Operator**
* Period : Dec 2015 to May 2016
* RESPONSIBILITY
* Managed and developed a portfolio of prospects and existing customers through building a strong relationship to ensure that customers need are recognized and meet.
* Coordinate with the client.
* Achieving monthly prompt follow and collection of payments and conducting market survey on the product on a regular basis.
* Coordination with a senior management in business development.

# DHIRAJ SONS SUPERMARKET

* Job Profile : **Computer Operator**
* Period : May 2015 to Nov 2015
* RESPONSIBILITY
* Met and exceed all monthly revenue and new business target by the company.
* Coordinate with assisted the concept manager on merchandise planning for seasons, sales promotions
* Established customer agreements and ensured that pricing guidelines are always applied.
* Preparation of invoices, daily sales reports, cash reports etc.
* Maintain strong clientele relationship with all customers; build the successful growth of the company.
* Coordination with the senior management in business development.

# EDUCATION QUALIFICATIONS

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B.Com part 1 from V.N.S.G.U university surat 2013 B.Com part 2 from V.N.S.G.U University surat 2014

* + 1. from G.H.S.E.B surat 2012

# PERSONAL INFORMATION

**Sex** : Male

**Date of Birth** : 14 th February 1994

**Nationality** : Indian

**Hobbies** :Reading, Music and traveling

**Visa Status :** Visiting visa

**Languages Known :** English, Hindi, Gujarati

**Martial status** : Single

**Computer Skills** : Well versed with Windows Based Os, Office, Internet & Emailing

# CERTIFICATION

* + - * For exceptional performance for the month : Aug & Sep – 2017
      * For outstanding performance in Postpaid Verification : Oct & Nov – 2017
      * For outstanding performance in ICF ( Customers Feedback ) : Nov – 2017
      * Awarded for Winning FDE Contest : 2018