**CURRICULAM VITAE**

**Martial Status: Single**

**Language: English & Hindi**

**Date of Birth: 29-11-1993**

**CAREER OBJECTIVE**

**“To seek an opportunity wherein I can learn and create expertise in the domain of retail along with the flexible & dedicated approach towards my work.”**

**PROFILE SUMMARY**

* Expert in implementation of each step of project.
* Eager to learn new technologies and methodologies.

**CAREER CONTOUR**

**IDS Infotect KanpuR, INDIA: Office Administrator Assistant ( Call Center)**

**(March 2015 – 30th April 2016)**

 **Main Job Tasks and Responsibilities**

* Management of office equipment
* Maintaining a clean and enjoyable working environment
* Handling external or internal communication or management systems
* Managing clerical or other administrative staff
* Organizing, arranging and coordinating meetings
* Sorting and distributing incoming and outgoing post.
* Assists office staff in maintaining files and databases
* Prepares reports, presentations, memorandums, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Working knowledge of email, scheduling, spreadsheets and presentation software

**Capitalize InfoTech Private LTD, Kanpur (India): Internship (Call Center)**

**(Feb 2013- Jan 2015)**

 **Main Job Tasks and Responsibilities**

* Record customer details including reaction to the product or service offered
* Receive orders over the telephone.
* Input order details into the computer system.
* Record customer details and details of transaction
* Conduct customer and marketing surveys.
* Answer telephone calls from potential customers who are responding to advertisements
* Contact customers to follow up on initial interaction

**ACADEMIC QUALIFICATIONS**

Jagran College of Arts, Science & Commerce, Kanpur (India) : Graduated 2016

CBSE Board From SSDEC School, Kanpur (India) : Higher Secondary 2013

**IT SKILLS**

* Ms Word, Excel, PowerPoint, Outlook.
* Internet Application

**STRENGTHS**

* A dedicated professional committed to quality, team building, and continuous improvement.
* Competitive nature and a desire to win attitude.
* People person.
* Receptive to change.
* Excellent communication skills, both written and oral.
* Proactive approach and an ability to take initiative and work in a fast paced environment
* Collaborate in teams to produce quality output.
* Detail-oriented individual seeking a retail executive position. Eager to add worth through utilizing my superior understanding, prospecting and communication abilities in the field of business.

**HOBBIES & INTEREST**

* I love travelling.
* Love to play cricket on my free time
* Fitness enthusiast

**First Name of Application CV No:** **1704888**

Whatsapp Mobile: +971504753686

