

CURRICULUM VITAE

SAURAV

Add: House no-88, BLK-1, TrilokPuri, Delhi-91

Mobile No. :7678589912, 7533002528

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CARRIER OBJECTIVES:-

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

ACADEMIC QUALIFICATION:-

Sr. No.	<u>Class/ Degree</u>	<u>Board/University</u>	<u>Year</u>	<u>Division /Percentage</u>
1.	High School	CBSE DELHI	2013	7.6 CGPA
2.	Intermediate	CBSE DELHI	2015	64%
3.	B.Sc	IGNOU	2020	65%

Computer SKILL:-

❖ Basic Computer Course (UCI)

❖ Diploma in computer MS-WORD, TALLY ERP 9, EXCEL from UCI

WORK EXPERIENCE:-

- 1 year experience as a Tele Marketing Executive in Just Dial Ltd at Noida sector-16 UP
- Currently working as a Tele Sales Executive for Jr Jindal InfraprojectsPvt Ltd at Safdarjung Enclave Delhi for last 3 year.

JOB ROLE:-

- * Support cleints over the phone by answering their product questions.
- * Gather cleint requirements for future releases of the product.
- * Generating leads and selling company's product and services to potential cleints.
- * Follow up on new leads and referrals through phone calls.
- * Follow up for collection of payment.
- * Establish and maintain potential cleint relationships.
- * Coordination with the production team for the timely deleivery of goods and services.

PERSONAL DETAILS:-

Father Name : Gopal Kumar

Date of Birth : 08/10/1997

Gender : Male

Marital Status : Unmarried

Nationality : Indian
Religion : Hindu
Language Knowledge : Hindi & English

DECLARATION:-

I hereby declare that the above information is true best of my knowledge

Date :-

Place :- (SAURAV)