**CURRICULUM VITAE**

**NAVEEN**

H N 245 Dundahera

Sec 20 Gurugram HR 122016

**MOB: - +91-9354410284**

**Email –naveenbhardwaj234@gmail.com**

**CAREER OBJECTIVE:-**

* To work as an effective and efficient professional in competitive environment to apply and enhance my acquired knowledge and intellectual skill along with the accomplishments of organizational goals work.

**QUALIFICATION**

* 10th passed from C.B.S.E Board.
* 12th passed from C.B.S.E Board.
* B.A. Passed from Delhi University.

**PROFESSIONAL QULIFICATION**

* Diploma in Computer Application.

**WORK EXPERIENCE**

* 1 Year work experience with **SUNNY ENTERPRESES PVT LTD** as **a Sales Executive** in plot no-32, Phase-I,Udyog Vihar, Gurugram Haryana.
* 1 Year 8 months work experience with **MATTSENKUMAR SERVICES PVT LTD** as **a Quality Auditor**  in plot no-34, Phase-4,Udyog Vihar, Gurugram Haryana. ( interaction analyst)
* Provide the feedback to executive if any error found in processed file & calls.
* Audit catalogue files & agents call on daily basis which processed by executive.
* Conduct pre-shift briefing session.
* Conduct quality session for bottom quartile.
* Conduct certification for OJT batches.
* Maintain the updates tracker & share with manager.
* Communication  with the client via email for day to day updates.
* Manage my 12 team members

**STRENGTH**

* Good interactive skills & public relation.
* Ability to work in Team and in proper job schedule.
* Target specific approach and conviction towards working hard working sincerity.

**HOBBIES**

* Listening to Music
* Playing Cricket.

**PERSONAL INFORMATION**

* Father’s Name : Rajinder Sharma.
* Date of Birth : 12/01/1989
* Marital Status : Unmarried
* Gender : Male
* Language Known : English & Hindi

**DECLARATION**

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

PLACE………

DATE ……….

**(NAVEEN )**