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New Delhi - 110084

**SKILLS**



Microsoft Word



Microsoft Power Point



Microsoft Excel



Problem Solving Skill



Customer Support



Billing on SAP



**LANGUAGES**



Hindi



English



**INTERESTS**



Listening Songs & Motivational Speech



Giving Motivational Speech



Learning New Business Ideas

**Excellent communicator, capable of explaining complex issues quickly and easily, ensures timely resolution of problems. Maintaining the highest professional standards in all areas of work. Excellent customer service skills. Ability to work under pressure in a calm, professional, efficient and courteous manner. Good judgment with the ability to make timely and sound decisions.**

**WORK EXPERIENCE: 10+ YEARS**

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**2 Years as Sales Admin**

**Sony India Pvt. Ltd.**

*08/2008 – 08/2010 New Delhi, India.*

Communicating to **Warehouse** for smooth delivery of products in the market.



Checking e-mails of the distributors order on daily basis.

Maintaining the account on SAP for smooth billing of company products.

Making invoice of the SONY products for the distributors according to their orders.



**2+ Years as Associate**

**iGATE Global Solutions**

*12/2010 – 05/2013 Noida, U.P. India.*

Troubleshooting technical issues, provide timely customer feedback.



Directly talking to the customers for the technical issues.

Identifying Hardware and Software issues.

Diagnosing and repairing faults.

Installing and configuring hardware and software.

Following up with clients to ensure the problem is resolved.



**2 Years as Clerk**

**Sant Atulanand Residential Academy**

*05/2013 – 03/2015 Varanasi, U.P.*

Making exam paper for objective test



Generating result of students on the basis of their performance Feeding records of students in school software

Checking the OMR sheet of student’s exam.



**4 Years as Computer Teacher**

**Sant Atulanand Residential Academy**

*04/2015 – 05/2019 Varanasi, U.P.*

Teaching to the students from class VI to X



Keeping Records of every students on monthly basis



Generation MIS report according to the performance of students



**dur Singh Purvanchal University**

*07/2003 – 06/2006* *Jaunpur, U.P.*

*Courses*

Ancient History  Sociology





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**EDUCATIONAL QUALIFICATION**



**Graduation in B. A.**

**Veer Bahadur Singh Purvanchal University**

*07/2003 – 06/2006* *Jaunpur, U.P.*

*Courses*

Ancient History  Sociology



Education

**Intermediate**

**Uttar Pradesh Board**

*07/2001 – 06/2003* *Pratapgarh, U.P.*

*Courses*

Hindi  English



