**CURRICULUM VITAE**

DHRUV TRIVEDI

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| **CAREER OBJECTIVE:** |

**TO BE DEDICATED TECHNOCRAT AND SERVE THE COMPANY TO THE BEST OF MY ABILITY UTILIZING ALL THE SKILLS GAINED DURING MY LIFE AND ESTABLISH A CAREER FOR MYSELF.**

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| **EXPERIENCE :** |

**Think & Learn Pvt Ltd (Byjus-The learning app) (September 27, 2019 to March 01, 2020)**

**Grade- Business Development Associate**

* **Calling to the given leads and fixing an appointment.**
* **Meeting guardians of students and explaining then structure of Byjus.**
* **Explain parents how Byjus can make students learning easy and sell modules.**

**VODAFONE INDIA SHARED SERVICES PVT LTD (April 02, 2018 to September 16, 2019)**

**Grade – Executive**

* **Customer support for Vodafone UK clients.**
* **Solving various issues of customers on Chat.**
* **Handling direct chat of the customers facing any billing, network or any contract related issues.**
* **Lead generation and upsale of contracts and products.**

**HDFC BANK LTD (July 13, 2015 to June 05, 2017)
Grade - ASSISTAN MANAGER**

* **Handling branch Non-cash transactions ie : RTGS, NEFT, FUND TRANSFER, TT ABROAD, FOREX, ACCOUNT OPERATIONS.**
* **Checking the report of Branch all day cash and non-cash transactions.**
* **Taking care of cash department in the absence of Cashier.**
* **Handling walk in customers financial transactions queries.**

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| **COMPUTER SKILL AND CHALLENGING WORK’s :** |

* **KNOWLEDGE & EXPERTISE IN Computers, INTERNET TECHNOLOGY, TEAM MANAGEMENT, CUSTOMER SERVICES.**
* **BASIC KNOWLEDGE & APPLICATION OF MS-OFFICE.**
* **HANDELED TEAM WITH ALL CASH AND NON-CASH BRANCH OPERATION TRANSACTIONS DURING THE DEMONETIZATION PERIOD.**

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| **ACADMICS:** |

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| **COURSE**  | **BOARD/UN IVERSITY** | **YEAR OF PASSING** | **Field** |
| **S.S.C.** |  **G.S.E.B** | **MARCH-2008** | **Schooling**  |
| **H.S.C.** |  **G.H.S.E.B** | **MARCH-2010** | **Commerce**  |
| **B.Com** |  **GUJARAT UNIVERSITY** | **MARCH-2013** | **Commerce**  |
| **M.Com** |  **GUJARAT UNIVERSITY** | **March-2019** | **Commerce**  |
| **PGDBM (POST GRADUATION DIPLOMA IN BANKING and Finance MANAGEMENT)** |  **TIMES PRO** | **June-2015** | **Banking**  |

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| **PERSONAL PROFILE:** |

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| **NAME**  | **TRIVEDI DHRUV KARTIK** |
| **ADDRESS** | **21/ East View Apartment, Near Old Seventh day School, Khokhra, Maninagar East-380008** |
| **CONTACT** | **+91-9904312348 (dhruvtrivedi39@gmail.com)** |
| **DATE OF BIRTH** | **18th September 1991** |
| **GENDER** | **MALE** |
| **KNOWN LANGUAGES** | **ENGLISH,GUJRATI,HINDI,BENGALI** |
| **MARITAL STATUS** | **Single** |
| **HOBBIES** | **Earning, Sports, Dancing, Music** |

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| **DECLARATION:** |

**I HEREBY DECLARE THAT THE ABOVE-MENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.**

**WITH REGARDS**

 **(DHRUV TRIVEDI)**