**CURRICULUM VITAE**

**TARUN MADRA**

C-7 Swarn park , Mundka

Nangloi,

New Delhi-110041

**Mob: No. +91 9999283680,8076338849**

**Email I'd:- Tarunmadra37@gmail.com**

**CAREER OBJECTIVE:**

* To work for a growing organization where professional

Growth rewards with increased responsibility.

**Academic Qualification:**

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| --- | --- | --- |
| **Course** | **Year** | **Institution**/**Board** |
| B.com (P) | 2015 | Delhi University |
| 12th | 2011 | C.B.S.E |
| 10th | 2009 | C.B.S.E |

**Technical Qualification:**

* Knowledge Of Basic , Internet , MS Word , MS Excel

**EXPERIENCE**

**1. Amazon india Pvt Ltd.**

* Duration - 6 month.
* Handling client's concerns on chats.
* Maintaining Rap & performance according to the given target.

**2. Hdb financialb services Pvt ltd.**

* + Duration- 1 Year.
  + Handling client’s concerns on inbound calls.
  + Doing some upsells of bank products after giving the resolutions to the customer.
  + Achieving monthly targets and need to prepare daily sales tracker.

**3. Grofers pvt ltd.**

* Duration- 1 year 1month.
* Prepared customer order as requirements.
* Maintained daily stock in stock out details.
* Worked on various tied-up stores like Daily delight, Modern bazar,Twenty four seven, Hari mart and warehouse as well.
* Maintained daily cash and purchase details.

**4. Jindal intellicom pvt ltd.**

* Duration-1year 5months.
* Handling customer's concern over the chat.
* Handling irrate customer and providing immediate information/resolution for the query.
* Maintained tracker sheet on daily basis as per customer query.

**HOBBIES:**

* Listening to Music.

**STRENGTH:**

* Consistent and hardworking approach towards work.
* Quick grasping and learning attitude.

**PERSONAL PROFILE:**

**Father’s Name : SH. VINOD MADRA**

**Date of birth :** 20TH January 1993

**Nationality :** INDIAN

**Languages known :** Punjabi **,**English & Hindi

**Marital Status :** Unmarried

**Place: New Delhi**

**Date:\_\_\_/\_\_\_/\_\_\_\_\_** **(TARUN MADRA)**