

RESUME

Parul Kashyap

182-A Indra Puram,
Near B.D.A Colony Kargaina, Bareilly.
Mobile No. 9456253846
Email- parulkashyap785@gmail.com



Career Objective:-

- To establish a successful carrier in an organization that will make good use of my organizing abilities and growth with the organization.

Professional Qualification:-

- Master of Business Administration (MBA) in (HR & FINANCE) from **Rajshree Institute of Management & Technology, Bareilly**, affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow. (2015-2017)

Summer Internship:-

- Project Area : HR
- Company : Sachin Hyundai C.B Ganj Bareilly.
- Duration : 45 Days

Academic Qualification:-

Course	Year of Passing	University/Board	Institute/College	Percentage
B.B.A	2015	MJPR University	Bareilly College Bareilly.	68.2
SSC	2012	UP Board	Ram Bharose Inter College Bareilly.	60.4
HSC	2010	UP Board	Arya Putri Inter College Bareilly.	50.8

Experience:-

Organization: Vodafone Mobile Services Ltd, Bareilly
Designation: Inside Sales Executive (Backend)
Duration: Since 1st November 2017 to 10th December 2018 (Channel)
Location: Bareilly

Roles & Responsibilities:-

- Handle the Backend.
- Handle sales team.
- Maintained and updated sales activity records in tracking system.
- Responsible for complete documentation, CAF compliance and error free activation of Postpaid, VLT and TFS.
- 100% implementation of postpaid documentation process which includes TAT, barring, unbarring, rejection of documents and address Verification of new and existing numbers and CAF.
- Form to be checked and Verified as per guidelines.

- Resolve customer's queries over call and through mail.
- Resolved all account dispute.
- Responsible for churn management in term of Revenue, Premium, Subscribe and Data.
- Responsible for services for Corporate and Individual both.
- Maintaining Report and Coordinating with senior.
- Help to maintain the healthy environment between Client and Sales Team.

- **At Present working with Maruti Suzuki Arena Eternity Motors L.L.P Bareilly as a Customer Care Executive since 20TH December 2018 to till date.**

Extra Qualification:-

- Six months Basic Computer Diploma
- LibreOffice Diploma
- Knowledge of English & Hindi Typing

Hobbies:-

- Reading books
- Internet surfing
- Making new friend

Key Strengths:-

- Hard working
- Honesty

Personal Profile:-

Father's Name : Mr. Rajeev Kumar
Date of Birth : 10-08-1994
Marital Status : Single
Sex : Female
Language Known : Hindi / English
Nationality : Indian

Declaration:-

I hereby submit an undertaking that information stated in resume is true to the best of my knowledge and beliefs.

Date:

Place: Bareilly.

(Parul Kashyap)