



Personal Information

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namdev5292gaurav@gmail.com
13/3, Ram Ganj Jinsi,
Indore, 452006
February 02, 1999
Male
Indian

Skills

- Computer & Internet
- MS Excel (Good Knowledge)
- Tally
- Costumer Relationship Management

Language

- Hindi
- English

Hobbies

- Music
- Photography
- Writing & Poetry
- Traveling

GAURAV NAMDEV

Profile

To work in Challenging and dynamic environment to keep adding value to myself and contributing to the growth and success of the organization, I represent.

Education

MBA Pursuing	<u>July-2024</u>
B. Com Computer Application.	<u>2016-2019</u>
12 th (Commerce & Computer)	<u>2016</u>
10 th (All Subject)	<u>2014</u>

Employment

Data Management & Tally Prime (Current)

Harish Sanitation, Dewas Naka, Indore.

(Exporting the tally data & operate it on Excel and provide all the scheme point information to the team.)

(Uploading Invoice, maintaining stock, creating new stock in Tally Prime.)

Process Officer & Audit Conductor (6-Month)

Ajay Kumar & Associates, Pusaiwalkkam, Chennai.

(To conduct audit in all over India and get it completed correctly and accurately by the auditor.)

Team Leader & CRM Coordinator (2-Year)

Reliance Digital, Indore

(Getting the entire team to complete the target and solving all the customer's requirements and all their problems.)

Lab Asst. (1-Year)

UGC IUC Magnetism Lab, Cent. Govt. Department, DAVV, Indore.

(Taking of the complete stock requirement of lab stationery and getting the stock completed in case of any shortage.)

Calling & Sales (1-Year)

India Market Research Pvt. Ltd. Indore

(Picking up leads, calling customers and selling them services like providing them with accurate stock market related advice.)

Marketing & Sales (1-Year)

Bajaj Capital Broker Advisor Company & Excide Life Insurance.

(Selling the policies of Exceed Life Insurance Company through Bajaj Capital while explaining the benefits of life insurance to the customers.)