Falguni Kale

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OBJECTIVE

The primary **job** of a **Business Development** is to address **customer** issues and resolve them in a timely and efficient manner. **Support** reps interact with **customers** on a variety of channels such as phone, email, and social media, and ensure that all valid **customer** concerns are being dealt with immediately..

WORK EXPERIENCE

#1 Vinayak Infosoft , Maninagar, Ahmedabad

- I have **1 year Experience as IT Executive.**
- Prepare data and information for making regular report data analysis
- Some Internet Marketing Work on Facebook.

City Business Group, Ellisbridge, Ahmedabad

- I have **8 Month Experience as Customer Support Executive**
- Understand the Customer Queries and resolve them.
- Give them best Service for website development and SEO Work via Emails and calls

Heritage Metal Exports, Pakwan Circle, Ahmedabad

- I have **1.5 Years of Experience as a Internation Marketing Executive.**
- Find the new customer data from UAE with Yellow Pages and with google
- Send him some email regarding the company profile and some quotation.

Business Development Executive, Prayosha Food Services Pvt. Ltd. (Petpooja), Prahladnagar, Ahmedabad

- Currently I am working here last **1.5 years as a Business Development Executive**
- Here I provide customer support regarding the billing software and also some technical support

	regarding the software • I also introduce him new product and new services of company.
EDUCATION	• **S.S.C.**- Gujarat University (74.00%) • **H.S.C.** (Commerce) - Gujarat University (58.00%) • **MT(Diploma in Medical Transcription**) (60%) • **PDSTD** (Professional Diploma in Software Testing &Development) Complete (AST) (First Class)
ADDITIONAL SKILLS	Microsoft Office package: Microsoft Word, Excel, Access Database operation: Microsoft Office Access, Oracle 8i Statistical operation: SPSS, STATA Programming: C++, SQL, HTML