

JIGNESH PAUNIKAR



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1500/1, Nani vasansheri, NR Bank Of Baroda, Saraspur. Ahmedabad - 380018

SKILLS

Decision making Problem solving Collection

PERSONAL DETAILS

Date of Birth : 17-02-1996

Marital Status : Single

Nationality : Indian

INTERESTS

Social Activities

Suffering through internet

Playing Cricket🏏

Traveling

LANGUAGE

Hindi, English, Gujarati

OBJECTIVE

I hereby declare that the above information is true to the best of my knowledge and belief.

EXPERIENCE

FedEx courier	2014 - 2015
Field Officer	
Field work	
Delivery of package	
Cash Handling	
Pick up and drop package	
Jade blue life style india ltd	2016 - 2018
Customer relationship officer cum office work	
Day to day entry of office work	
Handling customer	
Monitoring stocks	
Feedback of customers	
AMAZON	06/2018 - 02/2019
Office clerk	
Data entry of in-out courier	
Cordinate with staff	
Segregate courier area vise	
Delivery packages Entry	
Kaycomm service Pvt Ltd (Airtel Service Agency)	03/2019 - 12/2019
Relationship Manager	
Providing services to corporate clients	
Payment collection	
Corporate sim, broadband and PRI lines sales to corporate clients	
GTPL BROADBAND PVT LTD	01/2020 - 03/2021
Renewal Executive	
Collect renewal customer's payment	
Sales new Broadband	
Providing services to existing customers	
Karma resorts and hospitality	04/2021 -
Collection Executive	
Out bond calling	
Call to existing customers and collect pending payments	
Report customer's queries and cordinate with staff and resolve queries	



EDUCATION

Gujarat University

2016

B. Com

Pass class

Kailash Vidhyalaya

2013

HSC

Pass class



COMPUTER SKILL

Basic knowledge, Internet surfing, MS Office,

JIGNESH PAUNIKAR