

Keen Learner, Computer Knowledge, Communication Skill

EXPERIENCE

Jun-2012 - Sep-2014	Digicall Teleservice Pvt. Ltd.
Customer Care Executive/ HR Assistant	Intrect To Customers On Calls, Sales Policies, Customer Services, Solve Queries Of Customers, Achive Daily Targets, Provide Feedback To Opration Team. In HR Department Recruit To Employees, Aware To Candidates About Induction And Policies Of Organization, Complete To Daily Targets./Recruite To Right Candidate, Aware All Policies Of Organization To Employees.
Oct-2014 - Apr-2016	Purple Era
Sales Executive	Sale Pre To Pospaid Connection, Data Entry, Cordinate With Clients For Daily Sales Report Of Daily Target Also Cordinate With Field Work Executive About Daily Sales.
Sep-2019 - Jun-2020	Bright Solar Limited
Sales Executive	Give The Information About Product To Customer On Call, Make Lead And Coordinate With Back End Team And Site-Engineers - Customers, Lead Upload In Portal, About Daily Report Inform To Manager, Achieve Daily Targets.
Apr-2021 - Oct-2021	Dr. Reddy's Foundation
Centre Associate/Service Provider	Counselling To Aspirants, Handling Reception Desk, Arrange Meeting With Clients, Field Work, Placement For Aspirants, Coordinate With Trainers, Data Entry In Portal, Upload Daily Report, Daily Target Achieve.

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
B.A.	M.P. Arts & M.H. Commerce Collage	Gujarat University	58 %	2013
12th	Unnati Vidhyalay	GHSEB	55 %	2010

STRENGTHS

Address	67/B, "Bhavesh Niwas" Shri Pipleshwar Society, Nr. New Ranip, Chenpurgaam Ahmedabad, Gujarat, 382470
Date of Birth	18-12-1992
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	Gujarati, Hindi, English

Payal Makwana