



# JAY GOR

## Senior Executive

### PERSONAL

Birthday : 13<sup>th</sup> May 1993  
Relationship : Single  
Nationality : Indian  
Languages : English, Hindi & Gujarati

### SKILLS

COMMUNICATION	<div><div></div></div>
CREATIVITY	<div><div></div></div>
TEAMWORK	<div><div></div></div>
ORGANIZATION	<div><div></div></div>
LEADERSHIP	<div><div></div></div>
TEAMPLAYER	<div><div></div></div>

### KEY COMPETENCIES

- Ambitious
- Positive thinker
- Adequate Communication Skills & Writing Skills
- Hard Working, Energetic & Well Disciplined
- Self-motivated and Flexible for any Shifts

### CONTACT

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Ahmedabad -380015

### SOCIAL MEDIA

FACEBOOK  
facebook.com/jay.gor.58

TWITTER  
@Jaygor\_

INSTAGRAM  
@jaygor04

### PROFILE

I'm Jay Gor.

I have been in the BPO industry for 7 years and have learnt that communication is the key to success here. BPO has taught me a lot about how and what to communicate with people. My most recent experience has been handling incoming chats and calls for Vodafone Ireland.

One reason I particularly enjoy this business is that it gives me the opportunity to connect with people. Using my strong analytical skills and logical thinking, build up a solid career in management by acquiring the vital theoretical and practical knowledge, Essential for business from a reputed institute. I always put my endeavours and all-out efforts to excel in every walk of my life. What I am looking for now is a challenging position where I can effectively contribute my skills and learn new ones, and ensure my growth through the organisation's growth.

### EDUCATION

Bachelors of Business Administration (B.B.A)	Higher Secondary School (G.S.E.B)	Senior Secondary School (G.S.E.B)
Shri Chimanbhai Patel Institute of Business Administration	A-One High School	H.B.Kapadia New High School
2011 - 2014	2010 - 2011	2008 - 2009

### EXPERIENCE

**Senior Executive** June 2017 - Present

**Vodafone Shared Services India | [www.n.vodafone.ie](http://www.n.vodafone.ie)**

My role and responsibility is in chat process taking chats and guiding Irish customers with solutions of their query.

**Admin Officer** May 2016 - June 2017

**Merit Plus BPO Pvt. Ltd. | [www.meritplus.co.in](http://www.meritplus.co.in)**

My role and responsibility was to clean and update CV's of doctors for U.K process as per requests.

**Jr. Admin Executive** Feb 2015 - April 2016

**Technomine BPO Pvt. Ltd. | [www.technomine.biz](http://www.technomine.biz)**

My role and responsibility was to input vacancies on online portal, to clean and update CV's as per requests and prepare contracts for Doctors.

### PROFESSIONAL DEVELOPMENT AND PERSONAL INTEREST

- Completed Online course on Creative Innovation and Development
- Developing Innovative Ideas for New Companies
- Travelling
- Music
- Sports: Cricket, Volleyball and Badminton