

KAPIL CHAVDA

C: 7359401664

C 201 Silver Residency, Kathwada Road
Opp Saint Xavier's School, Nava Naroda, Ahmedabad Gujarat
382430

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PROFESSIONAL SUMMARY

Associate with a Growth oriented organization with determination, dedication and discipline; deploy my Competencies towards personal and professional growth.
Motivated customer service specialist with over 2.6 years retail experience in a fast-paced, team-based environment.
Excelling at customer satisfaction and retention. Flexible and hardworking in deadline-driven environments.

PERSONAL INFORMATION

- DOB: 28-01-1991
- Sex: Male
- Nationality : Indian
- Religion : Hindu
- Marital Status: Married

SKILLS

Quick learner
Exceptional Communication Skills
Cash Flow management
Hard Working

INTERESTS

- Cricket
- Gaming
- Reading
Chess
- Internet

WORK HISTORY

Branch Service and Operations Manager: DCB Bank Limited
Bareja Branch, Bareja, Ahmedabad 382425 Gujarat Oct 2021 to Current

Teller Service Executive: DCB Bank Limited
Relief Road Branch Ahmedabad, Gujarat March 2018 to Oct 2021

Customer Relationship officer • Bharti Airtel Limited
Ahmedabad, Gujarat • July 2015 to Feb 2018

- Greeted customers entering the store to ascertain what each customer wanted or needed. Trained new cashiers on procedures,
- customer service and sales techniques.
- Received customer payments.
- Operated a cash register for cash, check and credit card transactions with 100% accuracy..
- To Maintain Daily Cash Report and Coordinate with Circle and Central Finance Own-store team on Daily Basis

LANGUAGES

Customer Service Agent • NJ India Invest Private Limited
Ahmedabad, Gujarat • January 2014 to March 2014

EDUCATION

English, Hindi, Gujarati
10th - English • *Shree Siddharth High School*
Keshod • 2006
12th - Commerce • *Apurv Vidhyalay*
Dhoraji • 2008

B.Com - Commerce

• *J K M Commerce
and BBA College*

Junagadh • 2011

PGDCA - Computer Programming • Patel Kelavani Mandal College of Technology

Junagadh • 2012

MBA - Finance • L J Institute of Engineering And Technology
Ahmadabad • pursuing

**ADDITIONAL
CURRICULAR
ACTIVITIES**

- I have 2 months experience with N J India Invest Pvt. Ltd and did market study on AWARENESS OF MUTUAL FUND AMONG LIFE INSURANCE & SMALL SAVING AGENTS.
- Participated in Business Management Model (Prepaid Meter generate electricity) at L J Institute of Management studies 2014
- Participated in HR EXCELLENCE SERIES at L J Institute of Management studies 2013
- Participated in NATIONAL DAY CELEBRATION at Gujarat Technological University 2015

I Hereby Affirm that the above Information is True to the best of My Knowledge

Kapil Chavda

Date_____