

SHARMA SURAJ R.
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CAREER OBJECTIVE

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities . To use my skills in the best possible way for achieving the company's goals.

JOB PROFILE

- I am skilled at maintaining cordial relationship with clients, ensuring quality and service norms thereby achieving customer satisfaction and business retention.
- Excellent interpersonal, communication and organizational skills, team management and planning.
- I can manage customer and work as a team player.

WORK EXPERIENCE

- Company Name: Tesco metro (London)
- DESIGNATION: As Customer assistance (1th September 2016 to June 2018.)

ACADEMIC PROFILE

- **Bcom** (2012) with 37% from Gujarat University ,Ahmedabad
- **HSC** (2009) with 52% from Gujarat board ,Ahmedabad
- **SSC** (2007) with 52.50% from Gujarat board, Ahmedabad

STRENGTHS

- Ability to work as a team member or individually, self-learning and attitude for fast learning. Good written and verbal communication skill. A quick learner with problem solving skills and ability to work precisely including all details.
- I have been working in Tesco as a Customer service assistance that is why I am people oriented.
- I am patient person by nature, but when it comes to working with customers and clients, I always put myself in the other person's position and treat them the way I'd want to be treated. Whether someone just wants straightforward information or simple assistance, or they're trying to deal with a multifaceted problem, my goal is to provide attentive, detailed service so the customer feels cared for and appreciated.

PERSONAL PROFILE

Name : SURAJ R. SHARMA
Date of Birth : 19TH January 1991
Linguistic Abilities : English, Hindi and Gujarati
Marital status : Married
Present Address : 21, Minerva park society
Krishnanagar, Ahmadabad - 382345
Gujarat.

HOBBIES

- I like traveling.
- I love to play games.

COMPUTER SKILLS

- **OPERATION SYSTEM** : Windows XP, Window 7, Windows 8, Windows 10
- **SOFTWARES** : MS Office.

Declaration

I hereby declare that the furnished details are true to the best of my knowledge and belief.

Your sincerely,

SURAJ SHARMA R.