

RESUME

Name - DINESH MULCHANDANI

Residential Address: A-201, Krishna Icon, Nana Chiloda
Ahmadabad, India 382330
Mobile : +91-9723749267
Date of Birth : 22nd Jan 1991
Nationality : Indian

CAREER OBJECTIVE

To work in environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

EDUCATION HISTORY

March 2015	Graduation in Commerce stream from Saurashtra University
March 2008	Gujarat Higher Secondary Education Board, India <i>Commerce Junior Collage</i>
March 2006	Gujarat Secondary Education Board, India <i>School Certificate equivalent</i>

Language Skills

- English
- Hindi
- Gujarati
- Sindhi

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Ability to work in any shift
- Ability to handle any situation as a team leader
- Ability to explain customers

INTERESTS AND ACTIVITIES

- Travelling
- Surfing
- Music
- Singing

Personal Information

- Full Name - Dinesh Kishorkumar Mulchandani
- Contact Number - +91-9723749267
- e-mail - dineshmulchandani447@gmail.com
- Gender - Male
- Marital Status - Unmarried

WORK EXPERIENCE

Axis Bank – I have an Experience for 1.5 year from April 2021 to September 2022. My position was as Customer Service Executive.

Responsibilities

- Solving customer's queries regarding loan

Ttec India PVT LTD – I have an experience for 4 year from Nov 2016 to Oct 2022. My position was as Customer Service Executive.

Responsibilities

- To co-ordinate with Corporate Clients
- To Book International & Domestic tickets as per clients requirement
- To Generate Manual invoices for Air & Non Air Transactions
- Co-ordinate with Vendors for Non Air Transactions
- Handle the Process to make a payment to vendors
- To handle all inquiries like as walk-in customers, customers on calls for Online & Offline Packages
- To make offline packages as per customer's requirement
- To get in touch with hoteliers

(Dinesh Mulchandani)