Resume

Brijesh J. Soni

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Career Objective

I am looking for the challenging job where can I utilize my talent and knowledge. I want to learn new thing from the organization and growth with organization

Academic

B.Com :- Completed B.com from Mumbai University with 63.44% on 2011-12

H.S.C :- Completed F.Y.B.com from Maharashtra Board with 58% on 2008-09

S.S.C ;- Completed SSC from Maharashtra Board with 55% on 2006-07

WorkingExperience

Dec 2021 Started working with GTPL as Sr. Executive in NBD (New Business Development) process

Key Deliverables:

* Handling Sales executive daily activity
* Prepaid NFA for new business development
* Prepaid MIS and send Daily, Weekly and monthly to all interstate managers.

July-2017 to Dec 2021 with Vodafone Shared Services Ltd as Assistant for its postpaid billing activities of Vodafone in INDIA.

Key Deliverables:

* Handling Cheque bounce activity
* Sharing Cheque bounce analysis reports
* Assigning the Complaints to a specific Group/Group Member

March-16 to June-17 Working with Just dial India Limited.

Key Deliverables:

* Managing customer business details
* Support paid client to update their business details
* Solving customer querieson Call

June-12 to December-15 Working with Emson industries

Key Deliverables:

* Maintain Daily order details received from Wholesaler
* Handling logistic activities
* Maintaining stock details and price filters
* Handling Back Office Actives

Personal Information

Date of Birth: - 30th September 1991

Languages Known: - Hindi, Gujarati, English