TIKAM VAISHNAV

Curriculum Vitae

2020

1. PERSONAL DETAILS
2. Name : Tikam Vaishnav
3. Gender : Male
4. DOB : 05/07/1992
5. Age : 27 years
6. Religion : Hindu
7. Nationality : Indian
8. Blood group : B+
9. Marital status: Married
10. Major/hereditary Disease: No
11. Hobbies: Football, Gym, watching work out videos.
12. Permanent Address : A 167, Parshwnath Nagar, Nr ONGC Laboratory

Chandkheda, Ahmedabad - 382424

12. Contact No. : +91 80000-80082

1. EDUCATIONAL QUALIFICATION

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| --- | --- | --- | --- |
| Name of Exam | Board/ University | Year of Passing | Class |
| 1. S.S.C | G.S.E.B | 2007 | Second Division |
| 1. H.S.C | G.H.S.E.B | 2009 | Second Division |
| 1. B. Com | EIILM University | 2012 | First Division |

3. PROFESSIONAL QUALIFICATIONS

1. Bachelors of Commerce from Eastern Institute for Integrated Learning in Management, located in south Sikkim district in India state of Sikkim.

2. D.T.P Course in Computer from Gyanam Institute, Located in Ahmedabad State Gujarat

3.Industrial Training Institute (I.T.I) From Sarkhej Government ITI. In the trade of Information Technology & System Maintenance.

1. WORK EXPERIENCE

1. True vision Technology Pvt Ltd

Manager – Customer Service, From Mar 2018 – Oct 2019.

-Managing day to day task.

-Emails, Calls & back end task.

-Internet, MS Office, Computer savvy.

-Provide training to new joiners

-Team handling and dividing task

2. Teligus Solutions LLP

Manager - May 2017-Feb 2018

-Handling team for our in house process (email & calls) & managing complete premises.

-Managing process & assigning work as per company requirement.

-Making Accounts sheet, Monthly reports, conducting interviews.

3. Support Executive

Zeb IT Service Pvt Ltd – Jun 2015-Apr 2017

-Maintaining high end customers & solving complaints.

-End to End customer support & back office.

-Emails reply & back office work.

4. Store Executive

Tata Docomo store – Dec 2012-Apr 2015

-Selling new connections and retaining old customers

-Complain solutions of walk-ins

-Generating Sales daily reports, weekly reports

5. TRAINING

Modern Insulators LTD, Aburoad (Rajasthan). Gets successful management training under Senior Staff for two months.

6. DECLARATION

All the information furnished above is true to the best of my knowledge.

TIKAM VAISHNAV