

Jaykishan Sharma

Customer Executive

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Location Ahmedabad



OBJECTIVE

Customer Support Executive with in handling customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution, Keeping records of customer interactions, process customer accounts, and file documents. If want to summarise my self so i am so adaptive can handle any kind of work and also suitable to do work on pressure, very calm and enthusiast.

SKILLS

- Communication
- Critical thinking
- Management
- Task Management
- Floor Management

EDUCATIONAL QUALIFICATION

Field Of Study	School	Location	Date
S.S.C	R.G. Yadav Eng School	Ahmedabad	Aug 2009 – Mar 2010
H.S.C	R.G. Yadav Eng School	Ahmedabad	Aug 2011 – Mar 2012
BCOM	GUJARAT UNIVERSITY	Ahmedabad	Aug 2012 – May 2015

ACADEMIC PROJECTS

Higher number of sell Start Date – End Date

Sales executive

Aadesh

Ahemdabad

Perform the highest number of sales in one day more among the all colleagues.

Comfortable with clients Start Date – End Date

Customer satisfaction

AHP

Ahmedabad

Have no problem to work with any kind of client, i know the perfect time to show apology , empathy and assurance to the clients.

PROFESSIONAL EXPERIENCE

Senior Sales Executive

Mar 2013 – Apr 2016

Aadesh INC

Ahmedabad

Its a international call center, its require good communication skills and i have a good experience in sales pitching and customers handling.

Team Leader

Apr 2016 – Dec 2019

AHP

Ahmedabad

Its a international call center, its require good communication skills and i have a good experience in sales pitching and customers handling.

Video Editing, Voice Over For YouTube Videos

Start Date – Present

Freelancer

Ahmedabad

I have a experience in video editing and also doing some YouTube voice overs and writing some quotes and thoughts.

CERTIFICATIONS

Basics to master tally

Start Date – End Date

Bhavans collage

ACHIEVEMENTS

done computer course with 1st class, singing competition, sales competition for top ranking.

LANGUAGES

● English

● Hindi

● Gujarati

● Rajasthani