

SHREYA PARMAR

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Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making significant contribution to the success of company.

Work Experience (from 2018- till today)

From Jan 2018 till date I am working with Torrent Power Ltd., Ahmedabad. I am working as a Junior Customer Service Executive.

My roles and responsibilities are-

- Scheduling (assigning job), monitoring, tracking and delivering services as per company's TAT.
 - Data collection, validation and presentation through bills, online application, company portal.
 - Actively participating in training programmers organized by company and share the valuable knowledge with colleges.
 - Verification of ownership documents like sale deed, property card, city survey etc, and registrations in our SAP programmer.
 - Giving training to juniors for their roles and help them for any queries with the best of my knowledge.
 - Customer handling and interaction through walk-in/calls/emails.
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Graduation internship

Company name –Axis bank, Ahmedabad, Gujarat.

Duration- 16th May to 14th June 2017

Topic- comprehensive study of retail banking operation

Learning's

1. Rotational based work division.
2. Customer relationship.
3. Overview of how retail banks work.

Collage project

In the year 2017

1. Divident price model.
2. Valuation of company.

Education qualifications

Degree	Board/university	School/institute	Percentage	Specialisation	Year
PDGM	AICTE	Som lalit institute of management	3.2/5 CGPA	Finance	2016-2018
B.com	Gujarat university	Som lalit collage of commerce	63%	Accountancy	2013-2016
12 th	CBSE	Kendriya Vidhayala No.2, Army Bhuj, kutch.	66%	Commerce	2012-2013
10 th	CBSE	Kendriya Vidhayala No.2, Army Bhuj, kutch.	7.2/10 CGPA		2010-2011

Achievements/ Awards

1. Best junior executive across all LEC zone in Dec 2020.
2. Represent collage twice in debate completion, extempore, elocution at youth festival 2013-14 and 2015-2016.
3. Coordinator in games of college event and center in charge of college function.

Languages known- English, Hindi, Gujarati, Kutchi.

Hobbies- Enjoy travelling, creative Art and Craft things.