***Curriculum Vitae***

BHAVESH RAJAN

**Career Objective:** To be associated with a firm, this provides career development opportunities and contributes in its progress through my knowledge and skill.

# **Personal Profile**

Name : Bhavesh B. Rajan

Address : C-304, Panchshlok Recydency,

B/H Satyamev Hospital,

New chandkheda Ahmedabad-382424

Mobile No. : +917874088860

E-Mail Address : rajanbhavesh143@gmail.com

Date of Birth : 10thSep1989

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi and Gujarati

Father’s Name : Babubhai Khodabhai Rajan

# **Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Year** | **Class** |
| B.A | Gujarat University | 2011 | Pass |
| 12TH | GSHSE BOARD | 2008 | Pass |
| 10TH | GSE BOARD | 2005 | Second |

# **Technical Skills**

• Answer BC Agent calls professionally

• Respond to new inquiries

• Handle and resolve BC Agent complaints

• Identify and escalate priority issues

• Maintain call logs and produce call reports

• Identify and escalate situations requiring urgent attention

• Track and route problems and requests and document resolutions

• Stay updated with system information, changes and updates

• Follow up with the BCs for improving their performance.

• Working knowledge in MS-Excel

# **Experience**

**Organization:** **Sunrise Computers Pvt Ltd.**

**Data entry Operator.**

**Job experience:** 5-jan-2013 to 30-Mar- 2013

(1 Year 2 month)

**Organization:** **E procurement Technologies Ltd.**

**Work in Back Office.**

**Job experience:** 30-Apr-2013 to 15-Dec-2015

(2 Year 8 month)

**Organization:** **CMS Security system Pvt Ltd.**

**MIS work doing.**

**Job experience:** 01-Jan-2016 to 15-Apr -2017

**(**1 Year 3 month)

**Organization:** **Gujarat InfoTech limited.**

**Customer Support Executive.** (Financial inclusion – SBI)

**Job experience:** 17-Apr-2017 to 10-Mar-2020

**Organization:** **VK Venture PVT LTD**

**Customer Support Executive.** (Financial inclusion – SBI)

**Job experience:** 11-Mar-2020 to continue…

I hereby declare that the information given herewith is correct to my knowledge am I will responsible for any discrepancy.

Yours Faithfully

Bhavesh B. Rajan