**Curriculum Vitae**

###### Narendra M Marwadi

Mo. No. +91-**8140 52 7087**

E Mail: narendramarwadi786@gmail.com

**Career Objective: -** To Work for an Organization Where Professional and Personal Growth Is Rewarded with Increased Responsibility to meet the new challenges and fulfil the needs of organization with my best efforts.

**Key Skills: -** Good Planner, Results-Oriented and Independent, Good Listener, Ability to Convince and Manage Team.

**EMPLOYMENT DETAILS**

* **Organization: Ascendum KPS PVT LTD (Formerly I Call India PVT.LTD.)**

**Designation: Sr. MIS Executive (From July'13 to Feb’18)**

**Location: -** GNFC Info tower, S.G. Highway, Ahmedabad.

**Responsibilities:**

* Looking for the Gujarat Circle.
* Handle Total Out Bound And Inbound Team.
* Looking for total Product related Query & Floor Support.
* Making Calling Report on Daily Basis.
* Making Sales Report on Daily Basis.
* Maintain Revenue Tracker Reports on Daily Basis.
* Maintain Login Hour Report On Daily Basis.
* **Organization: Ascendum KPS PVT LTD (Formerly I Call India PVT.LTD.)**

**Designation: Verification Process Executive (1 Year)**

**Location: -** GNFC Info tower, S.G. Highway, Ahmedabad.

**Responsibilities:**

* Looking for the Gujarat Circle.
* Worked in Out Bound Calling Department.
* Worked in Verification Department.
* **Organization: Hariom Communication LLP(OPPO Herd Office)**

**Designation: Sr. MIS Executive (Till dated)**

**Location: -** B/9 Floor West Gate, YMCA Club, S.G. Highway, Ahmedabad.

**Responsibilities:**

* Looking for the Gujarat Circle Competition
* Worked in selling Report.
* Comparison Report.
* Chaina Report.

###### **EDUCATION:**

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| --- | --- | --- | --- |
| DEGREE/DIPLOMA | NAME OF THE INSTITUTE | UNIVERSITY/BOARD | YEAR OF PASSING |
| SSC | Dhurga Vidhyalay | G.H.S.E.B. | 2011 |
| HSC | Dhurga Vidhyalay | G.S.E.B. | 2015 |

COMPUTER SKILL

* **MS Office** & **MS Access**
* Good Knowledge of **MS Excel**.
* I Have Used **CRM**, **BSCS** in I-Call.

**PERSONAL PROFILE**:

Date of Birth: 13th Jul 1992

Nationality: Indian

Marital status: Unmarried

Gender: Male

Language Known: Gujarati, Hindi and Basic English

Yours Faithfully

REFERENCES:

PLACE:

(NARENDRA MARWADI)