**NISHANT M AGARWAL** 22/2/18

A-13 Mansi Apt. Nr Canal Parswanath Township Road

Krishnanagar Naroda Ahmedabad(382345)

***Objectives;***

To work in a competitive that is both challenging and inspiring environment where my abilities accept to its outmost and to be the assets to the organization. I do have confidence to achieving goal.

***Academic Qualification***

* + Completed HSC from School For Excellence with 74%.
  + I Couldn’t pursue my B.E. after 3rd Semester.

***Work and Experiences :***

* **Telecaller Department on Reliance Life Insurance Company ,** Ahmedabad**.**

[2012 to 2013]

* **Front Office Department** on Hotel Manek Manohar , Mount Abu (Rajasthan).

[May 2016 to Oct 2016]

* **Data Entry Operator cum Sales Supervisor in Canteen Stores Department Abad Cantt Board.**

[June 2017 to Nov 2017]

* **Data entry Operator cum Supervisor** on **Gayatri Rubtech ,** Vatva Gidc **Ahmedabad.**

[Dec 2017 to present]

***Job Summary***

* Operating calls as per the given data sheet and convincing them to have an insurance.
* Operating calls with professional performance mention daily attendance sheet, guest occupation, arrival -departure and program record, and handover to related and house keeping department for report to manager.
* Insert the goods sales status , the personal information and problems of the Ex servicemen persons , verify and submit the report to the main head office.
* Insert the sales of the Rubber Roller in Ms Excel , Handle the Dispatch department and to check the current status of rubber roller and give it to the respective Customers.

***Extra Activities***

* Computer Knowledge on Office package & Internet- E-mails.
* Dancing , Writing .

***Personal Detail***

Name: Mr. Nishant Mukesh Agarwal

Date of birth : 08/01/1994

Nationality : Indian

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