Resume

**Shreya prafulkumar Patel**

8/Rajmandir Soc Vatva Road Paras nagar Isanpur , Ahmedabad , 382443

+91-8460515002 | shreyapatel9952@gmail.com

**Basic Information**

* Date of Birth : 05-01-1995
* Languages Known : English, Hindi, and Gujarati .
* Hobby : Reading Book , And Listening new and old songs,Shopping
* Computer Knowledge : Basic of Computers Microsoft Excel, Word , and Work on Internet
* Maritial status : Single
* Blood Group : B+

**Education**

* Diploma in E.C - CPI - 6.33 - Passing year –February 2015
* S.S.C - Percentage - 66% - Passing Year -2010

**Experience**

**Company Name:- Pace Setters Business Solutions Pvt. Ltd**.

**Floor supporter :-**

* To do outbond call and resolve the Query/Request/Complain of customer related to insurance policy .
* To explain the insurance policy .
* Generate the pick up’s for the premium renewal .
* Daily and monthly target to be achieved .
* Handel the HNI customer .
* (1 year experience in Pace Setters Business Solution Pvt. Ltd.)

**Company Name:- Vsoft Technoogies Pvt. Ltd.**

***CHEQUE TRUNCATION SYSTEM* :-**

* Cheque scanning .
* .Re-consilation of cheques
* (1.5 year experience in vsoft technologies pvt. Ltd)

**JOB SKILLS**

* Ability to work in Team.
* Committed to work in project deadlines ans schedules.
* Organized and well structured at work
* I can Develop my skills
* Abillity to grap ans learn new technology quickly & accurately.

**DECLARATION**

I here by declare that all the information ans facts given above are true to best of my knowledge and belief.

**Date:** Your's Failthfully

**Place:** Ahmedabad **Shreya Patel**