

RESUME

SARVESH RAI

VILLAGE:- BANPURVA (MUSI).

POST:- ASANAO BAZAR.

DISTRICT:- SANT RAVIDAS NAGAR BHADOHI.

E-mail:- sarveshrai349@gmail.com

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EDUCATIONAL QUALIFICATIO

Qualification	Division	Year of Passing	Board / University
B.A. Final Year	Second division	2017	C. S. J. M. U. Kanpur
B.A. Second Year	Second Division	2016	C. S. J. M. U. Kanpur
B.A.First Year	Second division	2015	C. S. J. M. U. Kanpur
Intermediate	First Division	2014	U.P. Board Allahabad
High school	First division	2012	U.P. Board Allahabad
Computer ADCA	First division	2015	J.S.S Computer Edu.(U P State)

OBJECTIVE:

To work in a reputed organization and to gain expertise in latest management to establish myself as a professional and to add value to the organization.

PROFESSIONAL EXPERIENCE

SAMSUTECH CORPORATION LTD.

Period: - 09-FEB-2018 TO 14-MARCH 2020

Role: - Back Office Work.

Place: - Nairobi (kenya)

Process – Back Office.

PEEL WORK PRIVATE LTD.

Period:- 05-Jan-2022 TO 10-Jan-2023.

Role:- Store Manager

Place:-Chandigadh Mohali

Key Responsibilities:-

Obtains client information by answering telephone calls; interviewing clients; verifying information.

Determines eligibility by comparing client information to requirements.

Establishes policies by entering client information; confirming pricing.

Key Responsibilities:-

Handle tally accounts issue and inform through call mail about information . Complaint handling and sent mail .

COMPUTER LITERACY

Basic Excel, Word, Internet surfing, &Email management.

PERSONAL DETAILS

Name: SARVESH RAI

Address: BANPURVA (MUSI).

Date of Birth: 10thjun 1995

Gender: Male

Nationality: Indian

Marital status: Married

Languages known: English & Hindi

I hereby declare that the above information is true to the best of my knowledge.

SARVESH RAI.

Place: - BHADOHI (U.P)

Date:-