



Curriculum vitae

Personal Information

FIRST NAME / SURNAME	Akhil Pal
ADDRESS	A23, F.F, Ashoka Enclave 2, Sector 37, Faridabad
TEL	9999908813
EMAIL	pal_akhil@yahoo.co.in
NATIONALITY	Indian
DATE OF BIRTH	07.08.1992
GENDER	Male

Work Experience

DATES	November 2018-September 2019
POSITION	Advisor
RESPONSIBILITIES	To provide accurate and appropriate information to the customers. Collect Customer Feedback and put efforts for customer satisfaction
EMPLOYER / ADDRESS	Concentrix, Gurgaon
TYPE OF BUSINESS	BPO
DATES	2017 - 2018
POSITION	Assistant
RESPONSIBILITIES	Interviewing and Hiring sales candidates. Support IT groups and product Development team.
EMPLOYER / ADDRESS	AJ Corporate, NIT, Faridabad.
TYPE OF BUSINESS	Corporation
DATES	2016 - 2017
POSITION	Assistant
RESPONSIBILITIES	Blogs for Automobile and Tech Section of the News portal. To assist in hiring the employees.
EMPLOYER / ADDRESS	Newsheads, Shiv Durga Vihar, Faridabad
TYPE OF BUSINESS	News



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Education and Training

DATES	2013 - 2017
QUALIFICATION AWARDED	B.Tech
PRINCIPAL STUDIES	Computer Science
INSTITUTION	IEC University, Himachal Pradesh.

DATES	2010
QUALIFICATION AWARDED	Higher Secondary
INSTITUTION	DAV Public School, Faridabad.

Skills and Competences

LANGUAGE SPOKEN	English, Hindi
SOCIAL SKILLS AND COMPETENCES	Active Listening Respect Conflict Resolution
ORGANISATIONAL SKILLS AND COMPETENCES	Time Management Detail orientation Communication Patience and Flexibility Very Quick Learner
COMPUTER SKILLS AND COMPETENCES	Comfortable with all Operating Systems (Windows, MacOS, Linux) Typing Speed ~ 40wpm
ADDITIONAL INFORMATION	My natural qualities include that I am self motivating. Like to get the feedbacks of my performance and work to improve them gradually.