

Sunil Valesh Rathod

E-mail id: sr9603396@gmail.com

CAREER OBJECTIVE:

To acquire a position that will utilize my skills as Back Office Executive. I would also like to utilize my professional as well as interpersonal skills for the benefit of the organization where I work.

Educational Qualification:			
Examination	University/ Board	Year of passing	Percentage
DIPLOMA	SBTET Board	2022	Appeared
H.S.C.	Telangana Board	2019	65%
S.S.C.	Telangana Board	2015	62%

Experience:

Previous Organization: Astute Corporate

Service Pvt Ltd

Job Role: Customer Service Executive

Experience: 3.7 Year

Responsibilities:

- Analysis and Problem solving, Presentation Skill, Team Working.
- Meet Performance targets, quality, and efficiency.
- Managing Outbound calls.
- Interacting with customers to clear their overdue amount and get their vehicle NOC.
- Resolving customer queries.

Previous Organization: Teamlease Service Ltd.

Job Role: Sales Executive

Experience: 3 Months

Key Skills:

- Good communication and positive personality.
- Have a quality for adopting new concepts of studies as well as responsibilities.
- Able to achieve immediate and long-term goals.
- Understand priorities.

Computer Knowledge:

- Microsoft Excel
- Microsoft Word
- Power Point
- Analytics
- Typing

Personal Information:	
Name:	Sunil Valesh Rathod.
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DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and Belief.

Date:

Place:

Sunil Valesh Rathod.