

CURRICULUM VITAE

SAURAV

Add: House no- 88, Block- 1, Trilok Puri, Delhi- 110091

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CARRER OBJECTIVES :-

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

ACADEMIC QUALIFICATION :-

Sr. No.	<u>Class/ Degree</u>	<u>Board/University</u>	<u>Year</u>	<u>Division /Percentage</u>
1.	High School	CBSE DELHI	2013	7.6 CGPA
2.	Intermediate	CBSE DELHI	2015	64%
3.	B.Sc	IGNOU	2020	60%

COMPUTER SKILL :-

- ❖ Basic Computer Course (UCI)
- ❖ Diploma in computer MS-WORD, TALLY ERP 9, EXCEL from UCI

WORK EXPERIENCE :-

- 1 year experience as a Tele Marketing Executive in Just Dial Ltd at Noida sector-16 UP
- Currently working as a Tele Sales Executive for JR Jindal Infraprojects Pvt Ltd at Safdarjung Enclave Delhi for last 3 year.

JOB ROLE :-

- * Support client over the phone by answering their product questions.
- * Gather client requirements for future releases of the product.
- * Generating leads and selling company's product and services to potential cleints.
- * Follow up on new leads and referrals through phone calls.
- * Follow up for collection of payment.
- * Establish and maintain potential client relationships.
- * Coordination with the production team for the timely delivery of goods and services.

PERSONAL DETAILS :-

Father Name: -	:	Mr Gopal Kumar
Date of Birth: -	:	08/10/1997
Gender: -	:	Male
Marital Status: -	:	Unmarried
Nationality: -	:	Indian

Religion: - :

Hindu

Language Knowledge: - :

Hindi & English

DECLARATION :-

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

Date:-

Place:- Delhi

(SAURAV)