

## RESUME

**NAME** : **SURAJ SUNIL TAMBE**

**ADDRESS** : Prakash Ambedkar Nagar,  
Canal Road, Jail Road,  
Nashik Road – 422 101.

**CONTACT NO.** : 8055035039

**Email\_ID** : tambesuraj32@gmail.com

**DATE OF BIRTH** : 15<sup>th</sup> July, 1994

**GENDER** : Male

**MARITAL STATUS** : Single

**NATIONALITY** : Indian

**EDU. QUALIFICATION** :

EXAM PASSED	Board/University	Year of Passing	Marks (%)
S.S.C.	Pune Board	2011	41.60
H.S.C.	Pune Board	2013	42.00

• **OTHER QUALIFICATION :**

- 1] Computer Course MS-Office completed.
- 2] Mobile Repairing course completed.

**WORK EXPERIENCE :**

- 1) In Panasonic Service Center, worked as Customer Service Executive, for 6 Months
- 2) 1 year work in Home Credit Finance Pvt.Ltd. as loan Finance Sale Executive
- 3) 10 Months Work in Takle Jewellers Pvt.td. As E-commerce Executive

**Key Skills :**

- 1) Data Entry
- 2) Handling E-Commerce Web Admin Page
- 3) Adding Product Data
- 4) Clicking Photos For WebSite And Edit
- 5) Manage Invontry
- 6) Cold Calling
- 7) Handling Costomers
- 8) Knowing costomers problems solving
- 9) Counter Sales
- 10)Handling courier parcel

- **LANGUAGES KNOWN**

Marathi

Hindi

English

- The above information is true to the best of my knowledge and

belief.

**Date :**

**Place :**

**(Suraj S. Tambe)**

