



Contact



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Linkedin

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Skills

- Executive support
- Lead Generation
- Back office operations
- Problem-solving
- Troubleshooting
- Customer service and support

Hobbies

- Trekking
- Photography
- Cricket
- Music

Languages

- English
- Marathi
- Hindi

Awards & Achievement

- Rising Star Award at
Rwaltz Software 2022.

Yogesh Mestry

Responsible Technical Support Executive/ Back Office Executive, passionate about delivering outstanding quality and service. Offering 2 years of experience in industry with history of recognition for performance.

EXPERIENCE

Rwaltz Software 08/2021-16/2022

Technical Support Executive/ Back Office Executive

- Uploading products on E-Commerce portal as per Vendor requirement and website criteria.
- Generating Leads for E-Commerce website.
- Communicated effectively with technical support teams to resolve escalated issues swiftly and efficiently.
- Provided accurate and detailed diagnostic and troubleshooting information over the call or chat to vendor.
- Followed up customers with surveys to determine areas requiring improvement and determine service desk inefficiencies.

Dattakrupa Engineering Works 08/2019-09/2020

Back Office Executive

- Maintaining all hard copy and digital files.
- Established and maintained back office system for storing new and existing client profiles.
- Kept office documentation and filing system organised and updated.
- Completed paperwork to required standards and independently corrected errors.

Datar Cancer Genetics 08/2018-12/2018

Junior Stores Executive

- Identified requirement, analysed information for inventory and order material as per requirement.
- Maintain Inventory.

EDUCATION

Bachelor of Science Zoology-2019

K.V.N.Naik College, Nashik, Maharashtra

- BSC Zoology Graduate
- Attended National Science Conference held in at Lovely Professional University, Phagwara, Punjab.
- 63.78%

Diploma in Medical Lab Technology -2018

Y.C.M.O.U Nashik, Maharashtra

- 82.80%

Higher Secondary School -2014

Bhonsala Military College, Nashik, Maharashtra

- 48.31 %

Secondary School- 2012

Vidya Probhodhini Prashala, Nashik, Maharashtra

- 62.40%