

Rahul Rathi

✉ rathi.rahul.94@gmail.com

☎ 7988811716

📍 Delhi Or Gurgaon or Noida

ADMINISTRATIVE, TELECALLING, SALES AND MARKETING, AVIATION
, HOSPITALITY TRAVEL AND CUSTOMER SERVICE ETC.



ABOUT ME

I am hardworking and motivated person, I was acquired knowledge how to promote business and sales & Marketing of Products.

Good learner, punctual, Love to work as team, responsible person. Always think about Company growth.

To secure a challenging position in a reputed organization to enhance my learnings, knowledge and skills.



WORK EXPERIENCE

Administration, Vcare Call Center Pvt Ltd

Noida, Apr 2012 – May 2014

Admin Executive made roster or made call to company employee to board the cab.

Admin, Indiabulls

Gurgaon, Jan 2015 – Mar 2016

Make Bills And Book flights and Available Cabs to senior manager employee.

Assistant supervisor, Forever living products

Naraina, May 2016 – Mar 2019

Wellness industry we are Marketing and sell products to client by one to one meeting.

Collection Offcier, Indiabulls housing Finance Ltd.

Patel Nagar, New Delhi, Sep 2021 – Apr 2022

Made Calls to Clients for their Outstanding balance of Dhani freedom Card.



ACHIEVEMENTS

I am good At drawing and sketch. Win several Prizes and competitions with other schools. Good at sales and marketing also.



EDUCATION

Commerce

10th & 12th CBSE Board

Sonepat, Apr 2009 – Apr 2012

Commerce

Delhi University

Delhi, Apr 2012 – Jun 2014



CERTIFICATIONS

Franklin Post Graduate Diploma Certificate in Aviation, Hospitality Travel & Customer Service

Frankfinn Institute of Vocational Training



SKILLS

Communication

Microsoft Excel

Problem Solving

Teamwork

Strong work ethic

Adaptability

Time Management

Customer-focused Sales

Hospitality Service

Customer Focused Marketing

Customer-focused Service

Customer Follow-up



LANGUAGE

English

Hindi

Punjabi



HOBBIES

Traveling, Movies, Music, Fitness Freak, Swimming, Reading and Writing etc.



OTHER

Date Of Birth: 04-01-1994

Gender: Male

Twitter: @RahulRa46356231