

SOHEB PATHAN

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ACADEMIC CREDENTIALS

1. Degree of Bachelor in Arts(History) Year 2011
2. H.S.C. (GSEB,Gandhinagar) Year 2008
3. S.S.C. (GSEB,Gandhinagar) Year 2006

SKILL SET: MS WORD, EXCEL, POWER POINT,TYPING SPEED

PERSONAL DETAILS

Date of Birth : 30th July 1989
Nationality : Indian
Sex : Male (Unmarried)
Languages Known : English, Hindi, Gujarati (Native Language)

ORGANISATIONAL EXPERIENCES

I worked in UROGULF GLOBAL PVT LTD As Branch handling and Client Co-Ordination Executive Since April 2022 to March 2023
Role:

- Managing the administrative processes
- Record management
- Document control in the branch

I worked in RA BACK OFFICE PVT LTD as Back office and data support executive for UK Process Since March 2021 to March 2022
I worked in B2B APP SOLUTION PVT LTD As Testing and Data Management executive Since 2019 to April 2020.

Role:

- Finding errors, bug report.
- Coordinate with developer teams.
- My job is to Test, developed function, methods, and input data into proper case and with proper validation, and maintaining reports. Checked everything as directed by manager and team head.

I had worked in Vodafone Corporate in which position of back office role from 2016 to 2018

Since May 2012th to 2015th, Gujarat Telilink Pvt Ltd as Customer Support and Back Office Executive

Role :

- Establishing and maintaining files and records for the office.
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction.
- Acting as a primary point of contact between client and the employer through proper communication.
- Proficient in handling in activities in coordination with the internal/external department for smooth business operation.

ACHIEVEMENTS

1. Successfully completed the basic training programme in Aditya Birla Minacs conducted at Baroda Head Office from 28th December 2010 to 12th January 2012.
2. Advance excel, computer, knowledge and up to 40 wps typing speed.