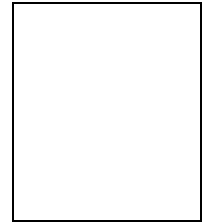


RESUME

CHIRAG ASHOKBHAI BAROT

SALATWADA CROSS ROAD
TULSIBHAI AREA
VADODARA -390001

DATE OF BIRTH -19/09/1995
(M) -7228907217, 8160259903
EMAIL ID- chiragbarot6963@gmail.com



OBJECTIVE:-

- Nurtures my professional Growth.
- To enhance my career by working in a professional atmosphere.
- Helps me to gain an in-depth understanding of the technology.
- Provides value to the organization.
- Keeps me innovative, motivated and valuable.

EDUCATIONAL QUALIFICATION: -

2015 TO 2017	MAHARAJA SAYAJIRAO UNIVERISTY (MSU)	B.COM
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MAJOR COURSE:- statistics, mathematics, accounting, taxation basis

SKILLS & STRENGTHS:-

- Highly Motivated, Energetic & determined. Dedicated & Responsible.
- Good communication skills well developed Interpersonal & problem solving abilities.
- Well versed with internet operations and emailing and surfing.
- Good at Ms Word. Advance Excel. computer typing (touch type 60+ wpm)

LANGUAGES KNOWN :-

1) ENGLISH 2) HINDI 3) GUJARATI

EXPERIENCE:-

1) HARSH ROADLINES BACK OFFICE WORK (2015 TO 2017) 2 YEARS EXPERIENCE

- ❖ *Answer phone calls, receive visitors, arrange meeting. Responsible for the all company data with excel spread sheet, I just work company client all document handling ,and manage are all company record,*

2) TATA CONSULTANCY SERVICE (TCS) CSE EXECUTIVE (2017 TO PRESENT-DAY) .

- ❖ Provide customers with timely problem handling, scheduling progress, follow-up process, communication and troubleshooting service to maximize customer satisfaction.
- ❖ Receiving customer all documents check and process, can find customer problem in time and give correct and satisfactory responses.
- ❖ Company all data manage with excel sheet ,and handling report excel pivot table, Manage and archive quality documentation and participate in internal and external quality audits,



