

## SOHEB PATHAN

Address : A 27,Gujarat Tractor Society, Tandalja – Vasna Road, Tandalja, Baroda - 390012

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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** : 30<sup>th</sup> July 1989

**Nationality** : Indian

**Sex** : Male (Unmarried)

**Languages Known** : English, Hindi, Gujarati (Native Language)

### ORGANISATIONAL EXPERIENCES

*I am present working UROGULF PVT LTD As Branch handling and Client Co Ordination Executive Since April 2022*

*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 2015<sup>th</sup>, 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 28<sup>th</sup> December 2010 to 12<sup>th</sup> January 2012.
2. Advance excel, computer, knowledge and up to 40 wps typing speed.