**CURRICULUM VITAE**

**Shah Jinendra Shaileshbhai A/348,Gayatri Nagar, Makarpura,**

**Baroda-390013**

**Gujarat, India**



**OBJECTIVE**

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To Seek A Responsible And Challenging Position Which Makes Use Of My Full Potential And My Talent And Gives Me An Opportunity For Personal Growth And Professional Advancement, While Fulfilling Company’s Objectives. Last But Not The Least I Wish To Secure A Promising Position That Offers Both A Challenge And A Good Opportunity For The Growth Of The Company.

**MERITS**

➢ **Good Communication Skill**

➢ **Technical Support**

➢ **Hard Working**

➢ **Flexi**

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|  | **EDUCATIONAL QUALIFICATION** | | | | |  |
| **Qualification** | | **Branch / Stream** | **Year Of**  **Passing** | **University/ Board** | **Percentage Of**  **Marks** | |
| 10th | | Gujarati | Mar-2008 | GSHSEB | 38.00% | |
| 12th | | Gujarati | Mar-2011 | GSHSEB | 38.00% | |
| HARDWARE  &  NETWORKING | | English | Nov-2011 | IANT | B | |
| BCA | | English | - | IGNOU | A | |

**STRENGTHS**

➢ DESIRE & ABILITY TO ACHIVE GOALS .

➢ EXCELLENT ANALYTIC SKILLS.

➢ EXCELLENT INTERPERSONAL ATTITUDE OF STRONG DISCIPLINE.

➢ ACCURACY AND EFFICIENCY IN WORK

**ADDITIONAL QUALIFICATION & EXPERIENCE**

**COMPUTER SKILLS**

➢ Microsoft Excel,Word,Powerpoint,Windows XP & Internet

➢ Hardware & Networking

**Experience**

➢ 1-Worked An Customer Service Executive At Mphasis For 1 Year

➢ **Job Responsibilities**:- The primary responsibilities of a Customer Service Executive would be : Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints. ... Follow up to ensure that appropriate actions were taken on customers' requests.

* + Managing incoming calls and customer service inquiries
  + Generating sales leads that develop into new customers
  + Identifying and assessing customers’ needs to achieve satisfaction

➢ 2- Worked An Sale Executive At Reliance Life Insurance For 2 Years **Job Responsibilities**:-Sales representatives sell retail products, goods and services to customers. Sales representatives work with customers to find what they want, create solutions and ensure a smooth sales process. Sales representatives will work to find new

sales leads, through business directories, client referrals, etc.

* Research and source potential clients and build long-term relationships with them
* Persuade prospective clients to engage in a phone conversation and/or meeting to discuss insurance products
* Advise clients on the insurance policies that best suit their needs
* Customize insurance programs to suit individual clients
* Deliver approved policies to new clients and explain benefits and risks of the policy
* Re-assess the policy needs of existing clients after life-changing events
* Fill-out and submit applications, issue quotes, maintain client records and prepare reports
* Keep abreast of industry and market trends and best practices

➢ 3- Worked An SEO Executive At Office Beacon A.S.Pvt. Ltd (seo) For 1 Year

➢ **Job Responsibilities** :- SEO Executive. Responsibilities: Carry out keyword research to support new client pitches and existing client SEM campaigns. ... Help to execute on-site and off-site SEO strategies (including link building) for a range of clients in a host of industries.

➢ 4- worked An Technical Recruiter (US IT Recruiter) At shree hari services for 3 year

**Job Responsibilities**:-

* Understand and learn the details of each job requisition and its requirements, project location, duration, etc.
* Understand the priority of the requisition and the differences between direct and process requirements
* Identify qualified technical candidates utilizing various sources available employee consultants on bench, resume database, employment web sites, referrals, own network, other recruiters, contractors,
  + etc.
* Conduct preliminary interview to qualify the candidate - assess technical skill level, communication skills, location preferences, salary expectations, need for accommodations, etc.
* Format resumes to highlight the necessary skill sets as it relates to client project requirements and in accordance with clients resume submittal guidelines
* Negotiate pay rates with consultant candidates in alignment with client requirements and delivery managers or account managers direction
* Submit appropriate qualified resumes for each requirement as required by client
* Post internet ads on employment websites and send the same to employees, sub-tier companies as necessary
* Check Hotlists from vendors
* Follow established recruiter processes regarding job expectations, documents, templates, e-mail standards, initial communication with candidates, etc. as outlined in the recruitment training

➢ 5- An Sale Executive At Dhfl (Bde) For 1 Year

**Job Responsibilities** :- Job Description

* Meet with loan applicants to identify their needs and collect information for loan applications.
* Analyze active loan files on a regular basis and recommend solutions to speed up the loan process.
* Complete loan contracts and teach clients on policies and regulations.
* Interview applicants to define financial eligibility and establish debt payment plans.
* Monitor and update account records.
* Submit loan applications in a timely manner.
* Prepare detailed loan proposals.
* Reject loan applications and explain deficiencies to applicants.
* Respond to applicants questions and resolve any loan-related issues.
* Operate in compliance with laws and regulations.

➢ 7- Worked An CSR role At Kaizen Executive

Search Pvt Ltd For 1 Year (Running)

➢ **Job Responsibilities**:- CSR International exists to promote an evolved concept of corporate sustainability and responsibility (CSR) would be : Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints. ... Follow up to ensure that appropriate actions were taken on customers' requests.

* Managing incoming calls and customer service inquiries
* Generating sales leads that develop into new customers
* Identifying and assessing customers’ needs to achieve satisfaction
* Manage large amounts of incoming calls
* Generate sales leads
* Identify and assess customers’ needs to achieve satisfaction
* Build sustainable relationships and trust with customer accounts through open and interactive communication
* Provide accurate, valid and complete information by using the right methods/tools
* Meet personal/customer service team sales targets and call handling quotas
* Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
* Keep records of customer interactions, process customer accounts and file documents
* Follow communication procedures, guidelines and policies
* Take the extra mile to engage customers

➢ **Having sourcing experience**

➢ **Showing industry-specific experience**

➢ **Demonstrating deep understanding of commodity**

➢ **Showing proficiency in basic computer applications**

**List of Strengths**

* Versatility
* Creativity
* Flexibility
* Focused
* Taking Initiative
* Honesty
* Continuous Learning
* Self-control

**List of Weaknesses**

* Self-criticism
* Extremely Introverted
* Extremely Extroverted
* Creative Writing
* Too detail oriented
* Financial Literacy
* Presentation Skills

**HOBBIES Hobbies**

1-Playing Cricket.

2-Listening Music.

3-Travelling.

4- Reading

**PERSONAL DETAILS:**

**Sex :** Male.

**Marital Status :** Unmarried.

**Date Of Birth :** 27th December 1992.

**DECLEARATION:**

Ihereby Declare That The Above Information Is True To The Best Of My Knowledge. If Given A Chance, I Will Try My Best To Come True To Your Aspirations.

**Place: VADODARA**

**(JINENDRA.S.SHAH)**