

CURRICULAM VITAE

ARVIND SHARMA

G-56, Street No-15,
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OBJECTIVE: To seek a meaningful and challenging career in a professionally managed organization, where responsibility is entrusted and whereby I can meaningfully contribute and prove an Asset to the organization.

EDUCATIONAL QUALIFICATION

- Graduate for BA from Delhi University
- Intermediate from CBSE board Delhi
- Matriculation from CBSE board Delhi

TECHNICAL QUALIFICATION

- Basic Computer (MS Office)
- Advanced Excel & Tally. ERP 9 (from NIIT)

EXPERIENCE

- Working with Chetak International Pvt. Ltd (Chetak House) under Operation team Handling the Import and Export Department from 3rd March 2018 to Till.
- Worked with Tulip Shipping Services from 1st Feb 2017 to 3rd March 2018 in Operation Department Handling the Import and Export.
- 5 year working experience under contractor in back office.
- Worked as a Senior Customer Care Executive in Spanco BPO Pvt. Ltd., from 2th Feb 2009 to 2nd Feb 2011.
- Worked as an Executive Operation Kotak for Outbound sales Process in AGESIS BPO Pvt. Ltd., from 26th Aug 2008 to 5th Jan 2009.
- Worked as Customer Service Associates in Sparsh BPO Pvt. Ltd., from 10th May 2006 to 2nd June 2007.

STRENGTHS

- Ability to work as a team

PERSONAL INFORMATION:

Name:	Arvind Sharma
Father Name:	Sh. Naresh Sharma
Date of Birth:	24 November 1985
Nationality:	Indian
Language known:	English and Hindi
Marital status:	Bachelor
Hobbies:	Music, Movie, Traveling.

Date

(ARVIND SHARMA)