

**CAREER OBJECTIVE:**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**WORKING EXPERIENCE:**

- Currently working in **vedip coaching center** and also under taking work in **DTDC courier** service as a computer operator .
- Worked as Billing Executive Representative with **RadheyRadhey Electronic** in Aligarh since 10<sup>th</sup> November 2017 to 3<sup>th</sup> June 2019.
- Worked as Billing Executive at **Jai Deepak Electronic**, Aligarh (7Months).

**ROLES & RESPONSIBILITIES:**

1. To serve as a single point of contact for customers.
2. Attending Walk-in Customers.
3. Making customer aware of any schemes, discount, and Promotional offers.
4. Managing the display of the products and taking care of Visual merchandising.
5. To manage Service technician team in the field.
6. To generate leads & convert them into sales.

**ACADEMIC CREDENTIALS:**

- Perusing Diploma in Netlink from Aptech, Aligarh
- B.Sc. (PCM) from DBRAU, Agra in 2015
- Senior Secondary (12<sup>th</sup>) from U.P. Board in 2012
- Secondary (10<sup>th</sup>) from U.P. Board in 2010

**TECHNICAL SKILLS:**

- **Operating System** : MS Windows 98, 2000, XP, 7, 8, 10
- **MS Office** : MS Word, Excel, PowerPoint, Browsing

**PERSONAL PROFILE:**

- **Father's Name** : Late Mr. Anil Kumar Saxena
- **Mother's Name** : Mrs. Sangeeta Saxena
- **Date of Birth** : December 20<sup>th</sup>, 1995
- **Marital Status** : Single
- **Alternate Contact No.** : 7983917145/9634577789
- **Residence Contact No.** : 7017851039

**STRENGTH:**

Family, Self-disciplined & Self-Motivated, Smart work, Creative, Adaptability.

**HOBBIES:**

Photography, Travelling, Listening Music etc.

**DECLARATION:**

I, **VIKASH SAXENA**, hereby declare that above furnished information is true to my belief and knowledge.

Date:  
Place:

**VIKASH SAXENA**