

Resume

Rohit Saini (Data Entry operator/Office Assistance)

Mobile No. +918802609197

Email Id: rsaini0006@gmail.com

Objective:-

Looking for a challenging position in an organisation that would lead me towards self-development for effectively using my skills for organisational growth.

Profile Snapshot:

Cardio Fitness India Pvt. Ltd. (28th Sep 2015 - 15th May 2018).

- Performed various Data Entry Operations using Microsoft Excel and Microsoft Word.
- Maintain customers' complaint tracker in Microsoft Excel on daily and weekly basis.
- Coordinate with engineers and maintain Revenue File on weekly Basis.
- Handle and maintain engineer visit records for Cardio Equipment Installations.
- Updating and maintain AMCs (Annual Maintenance Contract) details of Customer.
- Handling Quotation, Purchase Orders, preparing Vendor Bills and dispatching Cardio Machinery Parts to the customer.
- Preparing Service Invoices and AMCs Invoices on Daily and Weekly Basis respectively.
- Contacting customer for regarding AMC renewal and outstanding payments.
- Follow up with the customers regarding complaint resolutions and keep records of customer interactions, process customer accounts and file documents.
- Handling customer's queries and complaints over emails and phone, and providing appropriate solutions within time limits.

DTDC Domestic International Courier and Cargo Ltd. (01st Dec 2012 - 31st May 2013).

Data Entry Trainee

- Data Entry Work.

Academic Details:

- Bachelor of Science (IT) _Sikkim Manipal University.
- 12th Passed NIOS Board.
- 10th Passed CBSE Board.

Professional Qualification:

- Microsoft Excel, Microsoft Word & Outlook Email
- Diploma in Desk-top Publishing (DTP) from (**Institute of Computer Technology**).
- Diploma in C Programming Language from (**VAG Group of Educational Institute**).

Personal Details:

- **Father's Name :** Arvind Saini
- **Date of Birth :** 06th Apr'91
- **Language :** English & Hindi (Written and Verbal)

- **Address** : 247/6 Lakhpat Colony Part-1 Meethapur Extension, Badarpur (New Delhi-110044)

Date:

Signature: