

UJJWAL YONZONE

•Email: ujjwal.yonzone2986@gmail.com •Mobile: +971-505867728



Career Objective:

Energetic and experienced in sales, Customer Service & Sales Assistance/ sales support / Admin Assistance are the best and innovative skills can be portrayed and learned further acquired knowledge and skills. Willing to work as a key player in a challenging & creative environment where my skill would be put to maximum utility.

EDUCATIONAL QUALIFICATION:

Bachelor Of Arts – From North Bengal University – Year 2009

Strength Skills:

Communication, Decision-Making, Focus, Integrity, Influencing, Cheerful Outlook, Reliable, Communication, Hard Working, and ResponsibleCapable of handling stressful Environments/Team Building

Work Experiences: -

Jindal Association Income/Tax Private Limited:

Office Administration Officer

from Jan 2023 till Nov 2023

- Prepare tax provisions schedules, returns, payments, reports and maintain a company's tax database. Analyzing client financial records for the last fiscal year.
- Requesting additional information from clients for processing tax returns.
- Advising clients about tax laws and how to meet requirements. Completing and submitting tax returns on behalf of clients. Find tax solutions to complicated tax issues or errors from incorrect tax filings.
- Coordinate outsourced tax preparation work. Also, help customers for the request docs for Trade License/Driving License/Aadhar Card handling in terms of any corrections required.
- Accounting and Financial Data Processing and analyzing of various clients.
- GST, Income Tax, and Indirect Taxation.

HDFC Bank Private Limited, INDIA

From May 2019 to OCT 2021

Position – Branch Sales Officer

- To attend customer Queries to open the new Account.
- Present innovative ideas to revise weekly promotional campaigns and drive new salesFollow and implement sales guidelines and maintain standard across departments.
- Contact customers by mail or call them to inform them about the latest offers and handled online promotional activities for the organization's products.
- Manage client questions and coordinate with them to identify account requirements. Assist new customers in filling in forms to help them avail themselves of the benefits of the different services provided.
- Ensure a high level of consumer satisfaction by building and maintaining a good relationship with potential customers.
- Conducted regular meetings about the state of sales with agents and managers.

Hinduja Global Solutions, Bengaluru India

January 2010 – September 2011

Assistant Claim Processing Executive

- Attracts potential customers by answering product and service questions and suggestion information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolve product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting, and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.

COMPUTER SKILLS:

General – Diploma in Computer (Microsoft Office: MS Word, Excel & PowerPoint)

Languages known

English, Hindi, Nepali

PERSONAL DATA

Nationality: Indian

Marital Status: Single

DOB: 29th Sep 1986

Visa Status: Visit Visa

Hobbies: Playing Chess, listening to music, browsing the internet, extensive traveling.

Declaration: - I hereby declare that the information mentioned in this Resume is correct to my knowledge and I agree to present the qualification certificate.