**GAUTAM SINGH**

Mobile: +91-9910697732 gsb97592@gmail.com

**CAREER OBJECTIVE:**

I am seeking a company where I can use my experience, education and new skills to help the company to meet and surpass it’s goals.

**EDUCATION QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| Education | University/Board | Passed year |
| B.Sc. | DBRA University | 2015 |
| 12th | UP Board Allahabad | 2012 |
| 10th | UP Board Allahabad | 2010 |

**TECHNICAL SKILLS:**

* MS Office (Advance Excel, Conditional formatting, Arrays, MS word, MS Power point)
* VBA
* Tableaue
* Power BI
* MS SQL( Micro Soft Standard Query Language)

**EXPERIENCE:**

*MMT(on teamlease payroll)*

*MIS Executive*

Duration: March’20 to June’20

Responsibilities:

1. Designing, analyzing, and monitoring the reports and targets.
2. Analyzing the data provided by management
3. Creating dashboards and assisting management
4. Sharing target achievements of team with managers.

*Concentrix Daksh (Gurgram)*

*Duration: January’19 to March’20*

*Back office Executive*

Responsibilities:

1. Communicate with customers of regarding their queries related to transport.
2. Use CRM software to communicate to the customers.
3. Using Salesforce to acquire the information regarding Customer’s queries
4. Using Excel to create list and report of the customer’s queries

*EXL Services Pvt. Ltd.*

*Duration: Novermeber’16 to December’18*

*Back office Executive*

Responsibilities:

1. Handling Information checks of insurance Agents in the system.
2. Operating Computer and internet, receiving and sending emails.
3. Handling back office operations.
4. Preparing Export documents, letters etc.
5. Coordinate with managers to complete the assigned tasks.
6. Processing the received documents from client.
7. Assigning policies to new/previous agents.
8. Used to work as in Insurance department.

*Innodata India Pvt. Ltd.*

*Duration: September’15 to November’16*

*Back office Executive*

Responsibilities:

1. Gathering and processing research data.
2. Assisting the front office team.
3. Performing basic admin duties including printing, sending emails, and ordering office supplies.
4. Assisting with inventory control
5. Assisting and supporting management

*Vertex Customer Management India Pvt. Ltd.*

*Duration: August’14 to September ’15*

*Customer Care Executive*

Responsibilities:

1. Making outbound Calls to potential Customers.
2. Sell telecommunication products and services to customers.
3. Understanding customer’s needs and identifying sales opportunities.
4. Answering potential customer’s questions and sending additional information.
5. Staying informed about competing products and services.
6. Upselling products and services.
7. Closing Sales and achieving targets.

**STRENTH:**

* Seek challenges to perform.
* Always run behind excellence.
* Believe in team work.
* Hard working and positive approach.

**PERSONAL PROFILE:**

Name : Gautam Singh

Father’s Name : Sh. Ramvir Singh

Mother’s Name : Smt. Rajbeti

Date of birth : 11-12-1995

Nationality : Indian

Address : Bibamau, Jaswant Nagar, Etawah

State-Uttar Pradesh Pin-206245

Local Address : Building no. 35, Krishna market, Village- Ghosi, Sikanderpur, Gurgaon, Pin-121102

Language : English, Hindi

Date: (**Gautam Singh)**

Place: