**CURRICULAM VITAE**

**DHARMENDER SINGH**

E-Mail ID : [singhdharmen08@gmail.com](mailto:singhdharmen08@gmail.com)

Mob- 9015467546

**ABOUT MYSELF**

I am very practical person with an amiable disposition and strong cultural values. I strongly believe in accuracy and precision in whatever I do. I believe I have good communication skills that would provide transparency and productivity in the oranisation.

**ACADEMIC QUALIFICATION**

* Graduation (B.com) from ILLM University, Sikkim
* 12th from CBSE board, Gurgaon
* 10th from CBSE board, Gurgaon

**OTHER QUALIFICATION**

* MS-Excel
* MS-Windows
* MS-Office
* Well conversant with Internet

**EXPERIENCE**

* WORKING WITH INCEDO INCORPORATION BPO ( ASK ME BAZAAR & ASK ME GROCERY PROCESS) JUNE 2015 TO DEC 2015
* Designation- Customer Care Executive (6 months)

**KEY ACCOMPLISHMENTS**

* Handling customers orders from PAN INDIA.
* Meet the difficulties of customer queries.
* Motivating existing customers to make orders
* MEET in floor AHT.

**PERSONAL DETAILS**

Father name : Shri Sukhdev Singh

Marital status : Unmarried

Date of Birth : 8 Feb 1990

Written & spoken : English, Punjabi & Hindi

Address : House NO – 190, Ambedkar colony ,Aya Nagar Pahari,Mehrauli,

New Delhi 110047

**DECLARATION:**

I solemnly declare that the information furnished by me is true and correct

Correct to best of my knowledge and belief

Thanks & Regards

Dharmender Singh