**Resume**

**Naveen Rana**

1/333 Village Jharsa (Sector 39) Gurgaon

Mob. No.-87448-20135

E-mail: naveenrana4444@gmail.com

**CAREER Objective:**

* Wants to work with highly professionalized team where I can enhance myself professionally as well as personally while contributing towards organization’s success.

**academic qualification**

* Bsc.IT from Kuvempu University Of Karnatka 2012.
* Intermediate from H.P. Board in 2009.
* Passed High School from H.P. Board in year 2006.

**Computer knowledge**

* Good knowledge of MS-Office, Excel.
* Internet.

**experience**

* One year experience as a customer care executive with **Serco Pvt Ltd.**

**Gurgaon**

* Seven Month’s experience as a Sr. Customer Care Executive with **Xerion Retail Pvt. Ltd Gurgaon.**

**strength:**

* Ability in Decision Making
* Good Communication
* Disciplined and Dedicated
* Hard Work

**Hobbies:**

* Listening Music
* Playing Billiards

**Personal Details:**

**Father’s Name**  : Shri Madan Rana

**Date of Birth** : 05th July. 1991

**Gender** : Male

**Marital Status** : Single

**Nationality**  : Indian

**Language Known**  : Hindi & English

**Declaration:**

* I affirm my commitment of working sincerely and dedicatedly in the true spirit of learning and loyalty.

**Date:**

**Place: (Naveen Rana)**