## **PROFESSIONAL SUMMARY**

**Enthusiastic and ambitious customer service specialist with wide-spread transferable skills in management, sales, and operations.  Exceptional ability to connect with people and understand their wants, needs, and desires and delivering legendary service on every interaction.
Proactive, friendly customer service specialist dedicated to meeting and exceeding expectations at every interaction.  Timely and professional with extraordinary communication skills and ability to build and cultivate relationships to drive business retention.  Actively seeking a customer service director role where I can utilize my education and experience to add immediate value to an organization**

## **EMPLOYMENT HISTORY**

**TELE MARKETING EXECUTIVE, PSB LOANS. AHEMDABAD, GUJRAT**

**Oct. 2018 – Present**

* **Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.**
* **Observe signal lights on switchboards, and dial or press buttons to make connections.**
* **Observe signal lights on switchboards, and dial or press buttons to make connections.**
* **Provide assistance for customers with special billing requests.**
* **Calculate and quote charges for services such as long-distance connections.**
* **Monitor automated systems for placing collect calls and intervene for a callers needing assistance.**
* **Consult charts to determine charges for pay-telephone calls, requesting coin deposits for calls as necessary.**

**HR EXECUTIVE AND TELE MARKETING EXECUTIVE, ROJGARI PLACEMENT ,PSB LOANS,MR J. AHEMDABAD, GUJRAT**

Jan. 2018 – Jan. 2019

i done a all job my giving my best i try to excel my skills and give best in every work i am expertise in all skills tele marketing is best skill of communicate with customer also i done hr executive job i handle every task in best way ....

* Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
* Identify staff vacancies and recruit, interview and select applicants.
* Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
* Represent organization at personnel-related hearings and investigations. i ALSO WORK IN TELE MARKETING EXECUTIVE

## **EDUCATION**

**SAURASHTRA UNIVERSITY, RAJKOT, GUJRAT**

B.COM, COMMERCE, Mar. 2019

**SKILLS**

**MS OFFICE .MS POWER POINT .CUSTOMER SUPPORT EXECUTIVE**

*Experienced*

**ONLINE MARKETING ,HIRE EMPLOYEES**

*Experienced*

**JAVA HTML**