

CURRICULUM VITAE

Name : Richa Thakur
Mobile : 7048183552,6352250431
Email-id : tricha2096@gmail.com

CARRIER OBJECTIVE:

To Work with a professionally managed And Reputed organization, where individual skills, capabilities & responsibilities are appreciated as a team to archive individual goal and organization growth.

PERSONAL PROFILE:

- Name : Thakur Richa Singh
- Address : 17/193, Aakashdeep ApptNr.
Akhbarnagar Petrol Pump New Vadaj Ahmedabad-13
- D.O.B : 20th, November 1996
- Gender : Female
- Marital Status : Single
- Languages : Gujarati, Hindi, English
- Nationality : Indian

QUALIFICATION:

Qualification	University	Year of passing	Percentage
S.S.C	G.S.E.B	2011	75%
H.S.C	G.H.S.E.B	2013	60%
B.COM	Gujarat University	2017	57%

EXPERIENCE:

- **I had worked in Arena Animation as a TelleCaller for 1.4 year.**

Responsibilities of Arena Animation:

- Make calls and follow ups
- Always Maintain Good Telephone Conversation
- Handle Different Clients
- Daily new calls 30
- Lineups for meeting.

- **I had worked in Enlife Multitrade Pvt Ltd as a Business Development Executive since Dec 2016 to Aug 2018.**

Responsibilities of Enlife Multitrade PVT LTD:

- Make calls and follow up
- Always Maintain Good Telephone Conversation.
- Handle Different Clients.
- Effective and Timely Communication
- Generate leads
- Lineups for meeting
- Attending conferences, meetings and seminars
- Contacting clients to inform them about new developments in the company's products
- Work for different Projects.
- **Reporting to the Director**
- ✓ **I have been Promoted Twice here.**

- **I had worked in Sarva Tours and Travels as a Business Development Executive since Sep 2018 to March 2020.**

Responsibilities of Sarva Tours & Travels

- Make calls and follow up
- Always Maintain Good Telephone Conversation.
- Handle Different Clients.
- Face to Face Counselling
- Specialize in Kailash Mansarovar Yatra
- Effective and Timely Communication

- Choose and arrange their holiday Packages whoever is planning the holiday.
- **Reporting to the Director**

SKILLS & INTERESTS:

- Computer Skill – Basic Computer knowledge.
- Hobbies – Dancing & Travelling.

DECLARATION:

- All the details above provide belongs to me (Richa Thakur) are true and best as per my knowledge.

Richa Thakur