

Nirav Suthar

Correspondence Address

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Objective

Seeking a challenging career in progressive firm, to utilize my knowledge and skill for the betterment of self and organization. I can achieve all this through the efficient work as I am capable of bringing out the best in me for any organization.

Professional Synopsis

I Have total 3+ Years of experience in Web Research and Customer Support Executive as Well.

Career Highlights

Xbyte Technolabs Pvt Ltd.

Designation: Web Researcher

Ahmedabad, Gujarat

Sep 2016 – Sep 2018

Hepstech IT Services

Designation: Web Researcher

Ahmedabad, Gujarat

Oct 2018 – Oct 2019

Aegis Call Center

Designation: Customer Support Executive

Ahmedabad, Gujarat

Nov 2019 – Mar 2020

Key Responsibilities: -

❖ Web Researcher:

- Doing data mining and collect important data like C level persons of different companies Email ID, contact address etc.
- Prepare to focus all clients whose ready to get services by our company. Email marketing and get all important information via LinkedIn and all other social media platforms.
- Doing filter in LinkedIn and use other techniques in Google search for get other company's all-important information to use Lead generation.

❖ Customer Support Executive:

- Handling Inbound Calls and solve customer's queries and customer support.
- Handling CRM and add or Update customer's requirements.

Key Achievement:

- Received thrice appreciations from Clients and Business partners on multiple occasions for excellent support and team work.

Educational qualification:

Degree	University / Board	Percentage	Year of Passing
BE (IT)	GTU	6.26 CGPA	2016
H.S.C	GHSEB	65%	2012
S.S.C	GSEB	76%	2010

Computer Proficiency: -

- Knowledge of MS Office
- Data Mining
- Proficient in Internet Usage
- Knowledge in SEO

Key Professional Skill: -

- Quick to grasp Hardworking.
- Willingness to learn and adapt according to the required situation

Personal Details: -

- Date of Birth : 25th November, 1995
- Languages Known : English, Hindi & Gujarati
- Nationality : Indian
- Marital Status : Single

Place: Ahmedabad

Sign: Nirav Suthar