

VIVEK DUBEY



CONTACT

✉ vivekdby09@gmail.com
☎ 7394085176
📍 Vill- brahmanpura south, Mau, Uttarpradesh

PERSONAL DETAILS

Date of Birth : 09/10/1991
Nationality : Indian
Religion : Hindu
Gender : Male

SKILLS

Customer service
Problem solving
Time management
Team work
Soft skills

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

- **Tellecaller (sales)**
Riya BPO
* Contacting current and potential clients to inform them regarding the product and service.
* Understanding customers requirements by asking questions and closing the deal.
* Keeping the customer database maintained and updated.
- **Front Desk Executive (Receptionist)**
Miraz facility services pvt ltd
* Attend phone calls and redirect them to the appropriate line.
* Greet and welcome guests as they come and go.
* Handle queries and address complaints.

EDUCATION

- 2016 **Post graduation**
Mahatma Gandhi Kashi vidyapeeth
- 2014 **Graduation**
Ravenshaw University Cuttack
- 2010 **Intermediate**
Kendriya vidyalaya meghahatubutu
- 2008 **Matriculation**
Kendriya vidyalaya meghahatubutu

ACHIEVEMENTS & AWARDS

* Certificate of Diploma in computer Application (IICM Bhubaneswar). * Certificate of Young professional (TCSION).