

PAWAN NAGARKOTI
Phone: +91-9536748912
E-MailID: Pawannagarkoti9@gmail.com

PROFESSIONALSUMMARY

- ❖ A highly accomplished Professional with experience of 1.6 year in managing or working as **Cashier,Profit Centre Operations & Customer support**
- ❖ Extensive experience as entrepreneur of **end-to-end Business Operations** with deep understanding of critical business drivers
- ❖ Established network in assigned region and sustained relationships with clients(customer support) with key accounts to ensure repeat business



Client Relationship Management,Tele sales MIS & Reporting Customer Queries Client support.

Education&Credentials

- ❖ M.Com From IGNOU ,2022
- ❖ B.COM. From KUMAUN UNIVERSITY (NAINITAL),2019
- ❖ 12thPassed From CBSE Board ,2016
- ❖ 10thPassed From CBSE Board, 2014

TECHNICALACCOMPLISHMENTS

- ❖ 6 Month Computer Certification Diploma in computer certification in 2018
- ❖ MS-Office,InternetConceptsandBasicComputerKnowledge

PROFESSIONALEXPERIENCE

10/10/2023 to Till Date – Sales Executive

(Cholamandalam Investment and Finance Com.Ltd.)

- ❖ Identify and generate new business opportunities through calling networking and referrals.
- ❖ Meet with potential clients to understand their needs and propose solution.
- ❖ Achieve monthly and annual sales targets.
- ❖ Build and maintain long term client relationships to ensure repeat business and referrals.
- ❖ Provide after sales support and follow up to ensure customer satisfaction.
- ❖ Maintain detailed records of sales activities, leads and customer interactions.
- ❖ Manage the end to end sales process, including negotiation and closing of deals.

01/10/2022 To 30/09/2023– Customer RelationshipExecutive (Tiwari Motors-HeroMotoCorp,Almora)

- ❖ Resolves customer issues and answers questions.
- ❖ Meet,greet,brief,and inform them about all products and parts.
- ❖ Follow-up,walk-in& telephonic inquiries.
- ❖ Target setting,Stock planning, Billing,and Cash management.
- ❖ Provide end-to-end resolution within maintaining Turn Around Time(TAT).

PROFESSIONAL EXPERIENCE

10/09/2020 To 30/09/2022- Cashier

(OakBarrel Multi Cuisine,Almora)

- ❖ Resolves customer issues and answers questions.
 - ❖ Itemizes and totals purchases by recording prices, departments, taxable and non-taxable items and operating a cash register.
 - ❖ Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
 - ❖ Verifies credit acceptance by reviewing and recording driver's license numbers, and operating credit card authorization systems
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10/12/2019–14/03/2020-PatientCareCoordinator

(MAX HEALTHCARE ,GURGAON)

- ❖ Assists with Performance Improvement Activities.
 - ❖ Make initial contact and provide information to the patients and act as a resource and provide over sight and guidance and assistance to support functions
 - ❖ Process and post incoming cash receivables, personal cheque, credit card and assigned to non-clinical staff and Provide assistance to patients regarding billing.
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AWARDS AND ACHIEVEMENTS

- ❖ AWARD FOR STATE LEVEL COMPETITION IN BOXING CHAMPIONSHIP..
 - ❖ Award for 1st position in Inter State Football Competition.
 - ❖ Award for 1st position in 100 mtr Race.
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HOBBIES AND INTERESTS

- ❖ PLAYING FOOTBALL ,BOXING.
 - ❖ Socializing-Community Work & Volunteer Work.
 - ❖ Gardening ,Animal Care & Traveling
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PERSONAL INFORMATION

Father's Name : Mr.Diwan Singh Nagarkoti

Date of Birth : 4th September 1998

Nationality : Indian

Marital Status : Unmarried

Language Known : English,Hindi

Permanent Address : House No.–61, Champanaula, Almora, Uttarakhand (263601)

Date:

Place:

(PAWAN NAGAR KOTI)