

NAVEEN SINGH TOMAR

SUPPORT EXECUTIVE

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H-103, SHAKARPUR, NEW DELHI (110092)



SUMMARY

I am looking for a challenging job where I can effectively contribute my skills for the growth of the organization as well as for myself. I am a hardworking team player. I am always ready to invest extra time to learn and grow. I am ready to take a challenging position where I can use my knowledge base as well as personal attributes to achieve the organizational goals and learn a lot to give best of my skills.

HOBBIES

- Playing Chess
- Learn new skills

SKILLS

- Time management Skills.
- Management Skills
- Communication Skills.
- Customer Satisfaction Skills.
- Problem Solving Skills.

TECHNICAL SKILLS

- Graphic Design
- Microsoft Excel
- Computer Fundamentals
- Microsoft Word
- Internet & Emailing

LANGUAGE

- Hindi
- English

PROFESSIONAL EXPERIENCE

Customer Supportive Associative (CSA)

WIPRO Company | MONTH 2023 - 2024

I have 8 month work experience in WIPRO as a Customer Care Associate.

EDUCATION

High School completed with U.P. Board Allahabad in 2015.

Intermediate completed with U.P. Board Allahabad in 2017.

I am Completed my Graduation in B.COM Stream from DBRAU in 2021.

ADDITIONAL EDUCATION

Basic Computer Application Course.

Course On Computer Concepts (CCC) And O'Level Course

PERSONAL PROFILE

Father Name	: Rajendra Singh Tomar
Father's Occupation	: Business
Date of Birth	: 16/12/2000
Nationality	: Indian
Marital Status	: Single
Religion	: Hindu
Gender	: Male
Strength	: Hardworking & Think Always Positive

DECLARATION

I certify that the giving information is correct and complete to the best of my knowledge and nothing has been concealed.

THANK YOU