

## **CURRICULUM – VITAE**

### **KESHAV DAVESSAR**

Mobile No. +919711713209

Email ID :[keshav.davessar@gmail.com](mailto:keshav.davessar@gmail.com)

---

#### **OBJECTIVE: -**

A challenging position in organization to exploit inner potential and achieve success cutting edge tasks through my skills and experience in commercial functions and management and allow me scope for upward movement.

---

#### **ACADEMIC QUALIFICATION: -**

- Matriculation from CBSE Board.
- 12<sup>th</sup> in Science stream in 2016
- Graduation from Swami Vivekanand Subharti University, Merrurt in 2019.

#### **PROFESSIONAL KNOWLEDGE**

- Diploma in “OFFICE MANAGEMENT” from YMCA New Delhi in 2018.
- Diploma in “DIGITAL MARKETING” from Delhi Institute Of Digital Marketing Kalkaji New Delhi in Feb 2023

#### **COMPUTER KNOWLEDGE**

- Knowledge of MS Word, Excel, Power Point, Outlook, Internet, Worked in SAP software

#### **EXPERIENCE**

- Currently working in **Concentrix Daksh Services India Pvt Ltd, Gurugram** from May 2023 till present as a Representative in **Amazon process**.
- Currently working in blended **voice process** in Concentrix, Gurugram
- It is a Inbound process
- Handling multiple queries of the customer and providing them solution over the call and email at the same time.
- Currently handling 35-45 calls in a day.

**Worked in M/s. JCB India Ltd, Faridabad from July 2018 to May 2020 as a “Computer Operator”.**

- Drafting Invoices in SAP
- Schedule entry in SAP.
- Invoice & material IN& OUT in SAP .
- Independent Letter Drafting
- Independently handling computer work, Email checking & give reply to the Parties.
- Dealing with customers.
- Timely bill clearance for transporter.
- Documentation and other activities in computer regarding material in & out.
- Corresponding with the parties and sending couriers maintaining all records.

**PERSONAL PROFILE: -**

Father's Name	:	Sh. Raman Kumar
Date of Birth	:	31 <sup>st</sup> August 1997
Sex	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Postal Address	:	BPTP Park Elite Floors, Block P3-15, Ground Floor, Sector 75, Near Golden Gate, Faridabad (Haryana) 121004
Languages Known	:	Hindi, English, (Fluent in Speaking)

**OTHER ACTIVITIES: -**

Qualities	:	Honest, Kind Hearted, Hard worker,
Hobbies	:	Travelling To Religious Places

Date :

Place : Faridabad

**(KESHAV DAVESSAR)**