**Puneet Vaid**

**Job Objective**

Achieve success by working in competitive environment by applying my skills and hard work.

**Relevant Qualities**

Hard working, Quick Learner and ability to work as an individual and as a part of a team.

**Work Tenure**

* Worked with **E-Funds International** from 01-04-2003 to 02-09-2004 as Process associate.
* Worked with **Equinox Global Services**from 01-09-2004 to 13-11-2006 as Process Associate.
* Worked with **24/7 customer Pvt Ltd.** from 11/09/2008 to 05-01-2011 as Customer Support Executive.
* Worked with **Lars Medicare Pvt LTD.** From Jan/2018 to March/2018 as Front Desk & General Administration Executive.
* Worked with **KPS Corporate Consultant** (Set India Biz Pvt LTD) from April/2018 to June/2018 as Pre- Sales Executive.
* Worked with **Primary Plus Media Pvt Ltd** from 24/01/2019 to 31/07/2019 as Asst. Manager Corporate Communications.
* Worked with **Sigma Test & Research Centre** from 16/03/2020 till 20/08/2020 as Pre Sales Customer Service Executive.

**Job Profiles**

**E-Funds International** provides Business Process Outsourcing services. Company operates in Back Office, email & voice support for Amex Credit card Services & other clients.

* Worked as Team Member for Back office Process for American Express Bank Credit card services.

**Equinox Global** provides Business Process Outsourcing Services

To companies in the Lending Industry. Company operates in Voice-based, Back office support for US clients.

* Worked in Back Office Operations process as an executive. Role was to handle back office data operations for us mortgage operative processes.

**24/7 Customer** works as a contact centre which provides Business Process Outsourcing Solutions to clients in US/UK.

* Worked as Customer Service Representative for voice based process. Role was to assist customer queries with dish network services.
* Worked as Technical Support Representative for voice based process. Role was to troubleshoot Retail store cash registers/scanners/printers. Also worked for ATM support services.

**Lars Medicare** operates in manufacturing of Medical surgical and non surgical Devices or Equipment’s.

* Was working as a Front desk assistant and General Administration officer. Key Roles were to handle all Mailing system plus stock management plus Attendance management plus Vendor Management, Last but not the least coordinating with A/C / Marketing / Operations Department and reporting to directors of the company.

**KPS Corporate Consultant OR Setindiabiz** provides Business Start up assistance & business matters consulting services. Company deals in Company Registration/Company closure assistance/ Corporate legal matters / Chartered Accounting services/ GST & Statutory--Annual compliance of companies/ Trademark filing / Copyright & Patent Registration, FDI assistance services to clients in India and overseas.

* Was a part of Pre Sales team. Role was to qualify customer first then forward the same lead to concerned Relationship Manager for closure.

**Primary Plus Media Pvt Ltd** is a leader in Education Field serving schools on PAN India basis. Company specializes in Classroom Magazines for children & magazines for all the Educators. Company also conducts Activity based camps in schools.

* Was a part of Sales Team. Primarily meeting Schools Principal’s to pitch our classroom magazines for children and magazines for teachers/educators. Secondary convincing board of director’s to book activity based events in schools for students.

**Sigma Test & Research Centre** is a Product Testing Laboratory. It provides Product testing Lab and Calibration services to domains such as : Toys testing / Food & Water testing / Oil & Petroleum / Fabric / Wood / All types of Metals,Plastic and Stones / Electronic devices Etc.

* Was working as a Pre Sales Customer Service Executive. Operating as a first point of contact for all enquiries, gathering product testing information through enquiries & assigning the same enquiries to concerned Sales Team for closure.

**Education:**

**Course School/University/Institute**

10th (1997) Union Academy Sen. Sec. School

12th (1999) DAV Sen. Sec. School

Bachelor in Information Technology (BIT – 2002): Sikkim Manipal University

**HOBBIES/INTEREST**

Listening Music, Sports, Reading

**PERSONAL DETAILS**

Father's Name : Mr. Shashi Kant Vaid

Date Of Birth : 09/09/1981

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Language Known: Hindi/English

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Vikas Puri New Delhi 110018

Mob: 8860206721

Email: **puneetvaid50@yahoo.in**

Date: