

# SUMIT

DELHI | rajput9650370182@gmail.com | 9650370182

## SUMMARY

Seeking a challenging position in industry or field where I can utilize my skills and experience to contribute to the success of the company

## SKILLS

Outbound Call	Leadership	Motivation
Sales	Driving	Time Management
Teamwork	Communication	Confidence

## PROFESSIONAL EXPERIENCE

### Airport Taxi Driver (1.8 Years)

- Safely transport passengers to and from the airport, ensuring a comfortable and timely journey
- Maintain accurate records of daily trips, fares, and any incidents or issues encountered during shifts for reporting and accountability purposes.
- Perform routine checks on the vehicle to ensure it is in good working condition, report any mechanical issues, and keep the vehicle clean and well-maintained.

### Back Office Data Entry Associate (2 Years)

- Regularly update and verify customer details, product listings, and inventory to maintain up-to-date information across the system.
- Accurately input, update, and maintain data in internal systems, ensuring consistency and accuracy for operational and reporting purposes

### Tele caller (1.4 Years)

- Make outbound calls to potential customers or existing clients to promote products, services, or updates, ensuring a high level of engagement.

## EDUCATION

### Diploma ( Industrial Training Institutes (ITI) , Delhi

- Draftman Polytechnic Mechanical

## ADDITIONAL INFORMATION

- **Languages:** English, Hindi
- **Location** - Najafgarh , Delhi
- **Gender** - Male
- **Date of Birth** - 10/5/1998