



## PROFILE

Intend to build a career of hi-tech environment with committed & dedicated people, which will Help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

## CONTACT

PHONE:  
+971 50 940 7132

ADDRESS:  
Deira, Dubai

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saubansakharkar1@gmail.com

# SAUBAN SAKHARKAR

## EDUCATION

### **KBP College, Vashi – Navi Mumbai**

Graduate (Bachelor of Management Studies) Passed from Mumbai University.

## WORK EXPERIENCE

### **Almaya Mart LLC – Dubai as a Data Entry Assistant**

January 2018 – July 2019

- Keep records and files updated.
- Check and reply to emails.
- Transferring data from paper formats into computer files or database systems.
- Maintains database by entering new and updated customer and account information.
- Maintains operations by following policies and procedures and reporting needed changes.
- Making order of delivery in the system, what required for our company.
- Receiving the bills (TAX invoices) purchase order entry in the system.
- Goods return value (GRV) purchase return entry in the system.
- Download report (price, out of stock, item moment, order form) of our company from the system for changing and correction purpose.

### **Vertex Customer Management Pvt. Ltd. – Navi Mumbai as a Business Associate**

August 2016 – September 2017

- Solve the issues of customer from offline email process.
- Handle all incoming calls from the customers.
- Answer the question and queries of customer whatever they face problems, complaints in SIM (Subscriber Identity Module) related issues like, any services activation and deactivation on SIM, bills payment, outgoing and incoming problems etc.
- After any critical problems faced so direct contact to customer on phone to solve the problems.

## SKILLS

Organization skills.  
Computer savvy.  
Quick typing skills.  
Problem solving abilities.  
Team working skills.  
Willingness to learn new things.

## COMPUTER SKILLS

- Proficiency in **Microsoft Office** (Excel, Word, PowerPoint) and **Windows**.
- Uses of Google related works (Google search engine), and basic knowledge of computer.

## CERTIFICATION

- **MS-CIT** (Maharashtra State Certificate in Information Technology)
- **Microsoft Excel** (Beginner to Advanced) with **EFA Basics** Certification.

## PERSONAL DETAILS

Name:	Sauban Sakharkar
Date of Birth:	1st June, 1995
Gender:	Male
Nationality:	Indian
Marital Status:	Unmarried
Languages:	English, Hindi, Marathi, Urdu.
Permanent Address:	Near Urdu High School, Bangi Mohallah, At Post- Goregaon, Tal- Mangaon, Dist- Raigad, Maharashtra, PIN- 402103

## PASSPORT & VISA DETAILS

Passport No: P2029492  
Date of Issue: 15/06/2016  
Date of Expiry: 14/06/2026

Visa Status: Visit Visa

## DECLARATION

I do hereby declare that the particulars of information and facts stated above are true and complete to the best of my knowledge and belief.

**Date:**  
**Place:**

**Sauban Sakharkar**