

CURRICULUM VITAE

Tarun Joshi

Contact No.: +91-7838983960

E-mail: tarunjoshi665@gmail.com

Career Objective

Looking for an opportunity to gain valuable exposure to marketing practices, and explore my skill-sets and knowledge, to effectively deliver assigned responsibilities and contribute to organizational growth along with personal development.

Educational Qualifications

<u>Degree</u>	<u>University/Institute</u>	<u>Year</u>
MBA(Marketing Management)	NMIMS University	2023
Bcom (Hon)	SOL Delhi University	2020
Class 12 th (Commerce)	CBSE	2017
Class 10 th	CBSE	2015

Professional Experience

Prior work experience

Previous Employer : Data Secure Solutions Pvt Ltd, Vaishali	
Data Secure Solutions was established by experienced professionals in year 2006 with a vision to be pioneers in providing Information Technology Support services and solutions designing. Data secure solutions provide IT solutions to its customers with a customer-oriented approaches, procuring at the best prices, and one of the best after sales support.	
Position:	Executive, Management
Period:	Nov 2020 – Continuing

Responsibility:	<ul style="list-style-type: none"> • Expertise in sales and after-sales services for Google(G-suite), Microsoft(Office365, Azure), Antivirus(Mcafee, Kaspersky, Quickheal) Firewall (Watchguard, Fortinet, Palo Alto, Cisco, Aruba) • Meeting with the clients and understanding their requirements to provide them solutions. • Generating, editing and sending invoices to clients as per their requirements. • Reviewing contracts of different clients and generating invoices as per payment terms. • Verifying the payment receipts for the payment process. • Matching the payment receipts with the payment details on the database. • Generating invoices for our customer. • Co-ordinating with Client Executives and Operation Team regarding various day-to-day invoicing process. • Providing final PDF invoice copies to Collection Team for payment follow up. • Maintaining relationship with the previous clients and making new clients. • Generating new leads via calling or meeting with the clients. • Giving support to the clients in whole sales process.

Technical Skills

- MS Excel, MS Word, Power Point
- Financial Accounting.
- Worked in Google/Microsoft Admin Portal

Strengths

- Ability to work under pressure
- Quick learning capability with good team spirit
- Excellent team player
- Good coordination within team with positive attitude
- More flexible and fully dedicated towards work

Personal Details

Name : Tarun Joshi

Father's Name: Bhagirath Dutt Joshi

Date of Birth: 15 June 1999

Address: Y-169-A, Sector-12, Noida, Uttar Pradesh-201301

