


Mayur Bijwe

CONTACTS

Near Vitthal Mandir, Navi 
Vasti, Badnera, Amravati,
Maharashtra. 444701

+91 9822456298 

mayur.bijwe@rediffmail.com 

SOFT SKILLS

Communication skills

Professional approach

Flexible

Problem solving

Customer service

Teamwork

TECHNICAL SKILLS

Microsoft office

Hardware & Networking

Typing 40 WPM

Manual Testing

SQL

HTML

OBJECTIVE

My qualities such as Dedication, hard work and enthusiasm are really useful in knowing what my employer's goals are and then effectively using all available resources to achieve those aims.

EXPERIENCE

Ttec Ahmedabad, (formerly known as Motif) (04/2018-04/2019)

Process Associate (eBay_UK)

- Assisted the buyer in resolving their issues with the online purchases.
- Provided timely and proper resolution to their queries while visiting customer support.
- Maintained proper coordination between the buyer and the seller.
- Resolved the buyer queries related to the return and then refund issues.
- Educated the buyer for their future purchases to avoid any hassle.
- Helped the seller to remove improper and inappropriate feedback left by the buyer.

QUALIFICATION

Bachelor's Degree in Computer Science and Engineering, 2015

Sant Gadge Baba Amravati University (Final Sem: 67.57%)

Diploma in Computer Technology 2010

G.H. Raisonni Polytechnic Nagpur (Final Sem: 72.14%)

Higher secondary school certificate 2006

Kamla Nehru Science college Nagpur (53.67%)

Secondary school certificate 2004

New Apostolic English High School Nagpur (60.54%)

EXPERIENCE

ADMIN EXECUTIVE, 10/2016-05/2017

RAO IIT ACADEMY DHARAMPETH NAGPUR

- ❖ Maintained current and accurate information and records.
- ❖ Monitoring of office supplies.
- ❖ Supervision and coordination.
- ❖ Initiated a travel expense filing system.
- ❖ Establish efficient work flow process.
- ❖ Planning events.
- ❖ Answered and screened the telephone enquiries.

EXTRA SKILLS

- **FLIPKART** Training June 2023 " SCOA - WAREHOUSING (DIGITAL) "
- Completed Diploma in **Hardware & Networking** from **Govt. Polytechnic** Nagpur.
- Completed Industrial Training at **Percept Web Solutions** Nagpur.
- Completed Industrial Training at **BSNL (RTTC)** Nagpur.

PERSONAL INFORMATION

Name	:	Mayur Bijwe
Father Name	:	Manikrao Bijwe
Date of Birth	:	15-06-1989
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Languages Known	:	Marathi, Hindi and English.