

## Curriculum Vitae

### **Love Dadheech**

24, Bahubali Colony Bohra Ganesh Marg  
Udaipur, Rajasthan  
7976171334  
[lovedadheech199@gmail.com](mailto:lovedadheech199@gmail.com)

### **CAREER OBJECTIVE**

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Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

### **EXPERIENCE**

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- **Airtel**

- **Technician Executive**

- **May 2018 – September 2019**

- Being an executive, I had to give the towers' alarms, which we got on Ericsson software, to their designated technicians. Also I had to maintain excel sheets and provide outage information to senior managers.

- **Arcgate**

- **Research Analyst**

- **October 2019 – June 2020**

- I used to create the menu for the given restaurant and I also had to handle all the backend work like hours management, reviews, services they offer. I worked on 3 different software there - *Salesforce, Caviar, ARCCRM*.

- **Fusion Business Solution**

- **Associate**

- **October 2020 – Feb 2022**

- Directed automation of office procedures such as correspondence management, recordkeeping and online communications. Spearheaded process improvement initiatives that increased operational efficiency while maintaining high-quality output standards. Had to handle bank accounts of clients and make the changes like balance update, loan Update, creditor change etc.

- **Verbolabs Language**

- **Project Coordinator**

- **March 2022 - October 2022**

- Elevated overall quality of completed projects by consistently monitoring progress and addressing issues proactively. Tracked project and team member performance closely to quickly intervene in mistakes or delays. Responded to requests for information on materials to inquiring parties. Analyzed project performance data to identify areas of improvement.

- **TM(Startup)**

- **Marketing / Project Manager**

- **January 2023 - Currently working.**

- Managed workflow between staff, coordinating documents, planning, and creative material distribution. Generated sponsorships with related and partnering entities to enhance marketing objectives. Led team of marketing professionals, offering mentoring and coaching to build knowledge and skills. Maintained documentation, detailing assignments, in-progress work and completed project milestones.

## **Education**

### **NIOS**

12<sup>th</sup>

65%

2017

### **Mohan Lal Sukhadiya**

#### **B.A**

71

2022

### **Jyoti Rao Fule (Jaipur)**

#### **B.vsc (Veterinary Science)**

2021

## **Technical Skills**

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- Customer Relationship Management
- Project Management
- Staff Management
- Corporate Communications
- Vendor Relations
- Email writing
- Client Communication

## **INTERESTS**

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- BPO
- KPO
- Localization

## **DECLARATION**

I hereby declare that all information given above is true to the best of my knowledge.