

# CURRICULUM VITAE

**Dhiraj Poojary**

Contact Number: 00971583013686,  
00971558561391

Email: dhirajpoojary21@gmail.com



## Objective:

To be a part of an organization where I could bring out my best abilities and contribute towards its growth along with my career enhancement in a leading organization.

## Work Experience

**DMART READY STORE (Mumbai) - From Sep 2020 to March 2021**

**Role: Executive**

**Shiftask International (Mumbai) - From July 2021 to July 2022**

**Role: Customer Support Executive**

**Tech Mahindra (Mumbai) - From August 2022 to March 2023**

**Role: Associate-Customer Support**

**Teleperformance (Mumbai) - From June 2023 to January 2024**

**Role: Sr. Customer Support Associate**

## Responsibilities:

- Managing the store, handling customer, taking daily sales report of store, Sending mails to customer related to their order and follow up. (At Dmart Ready)
- Clearing the issues faced by the customer via email, chat and call. Also giving them a proper solution. (At Shiftask International)
- Providing high-quality customer support and assisting customers with their queries, concerns, or issues via call and noting down the queries and solution at the same time. (At Tech Mahindra)
- Handling task related to data processing, such as data entry, data verification, data analysis and data management. (At Teleperformance)

## Educational Qualification:

BMS(Bachelor of Management Studies)-2018-2021 Mumbai University	Prahladrai Dalmia Lions College of Commerce and Economics - Malad - Mumbai
HSC-Higher Secondary college-2016-2018	St.Anne's Junior College - Malad - Mumbai
SSC- Secondary School Certificate-2016	Our Lady of Remedy High School - Kandivali - Mumbai

**Other Skills:**

Microsoft Excel, Microsoft Word, Microsoft Power Point, Tally, Share Market and Outlook.

**Languages Known:**

English, Hindi, Marathi, Kannada and Tulu

**Personal Details:**

Date of Birth: 21.10.2000

Gender: Male

Address: Al Bhakit Building, Muhaisnah 4- near Madina Mall, Dubai

Visa Status-Visit Visa

I hereby declare that all the above information is true to the best of my knowledge. Looking forward to get associated and serve the brand company to the best of my ability.

Signature  
**Dhiraj Poojary**