

CURRICULUM-VITAE

Lokendra Birla
S/O Mr. Nandram Birla
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OBJECTIVE:

Identify myself in a crowd with the best possible combined application of my knowledge, skills and smart work. Seeing an opportunity to work for a corporate body to contribute and enhance my skills, knowledge and creativity in connection with the company's goal and objective & works for the growth of organization in all best possible ways, with intellectually stimulating environment and financially rewarded career.

EDUCATION QUALIFICATION:

- * Successfully completed High School from Govt. High School Bodhgaon with **77%** in the year 2007.
- * Successfully completed Higher Secondary School from Sarswati Vidhya Mandir School Sanawad in Math's with **69..20 %** in the year 2009.
- * Completed Bachelor Degree With **68.93%** in Electrical and Electronics Engineering (2009–2013) from Swami Vivekananda College of Engineering (R.G.P.V. Bhopal, MP.)

WORK EXPERIENCE:

- * 2 Year Experience Digital Copier Consultant India Indore as a Sales and Service Engineer.
- * 2 Year Experience Sevacop as a Sales and Service Engineer.
- * Present work United Copier Indore as a Service Engineer.

ESSENTIAL JOB RESPONSIBILITIES:

- * Completing Preventative Maintenance and field modifications.
- * Keeping up to date on administrative responsibilities such as maintaining customer service logs and internal service records in a timely manner.
- * Maintaining daily communications with customers to ensure resolution and proper follow-up.
- * Working as a member of the local team to provide efficient service delivery to all accounts within assigned area.
- * Maintaining tools and test equipment and ensuring they are properly calibrated.
- * Asses Hardware and Software malfunction by means diagnostic tools and customer input.
- * Attend ongoing training events sponsored by company or machine manufacturers to stay up to date on the latest technology and repaired options. .
- * Provide excellent customer service, listening carefully to customer and addressing issues until customer is satisfied.\

SKILLS:

- * Ability to work in a fast- paced, self-directed, entrepreneurial environment.
- * Strong time management skills.
- * Ethical and trustworthy..
- * Understanding of tools and technology needed to complete repairs (we provide tools).

PERSONAL DETAILS:

* Name : Lokendra Birla
* Father's Name : Mr.Nandram Birla
* Date of Birth : 09 June 1991
* Sex : Male
* Language Know : Hindi, English
* Nationality : Indian
* Hobbies : Readig News Paper
* Permanent Address : Village – Bamangaon, Teh.–Barwaha
Dist- Khargone (MP)

DECLARATION:

I hereby declare that all above information is true to the best of my knowledge & belief. If I am given a chance to serve your esteemed organization. I, on my part, assure you that I shall do my level best to discharge my duties to the entire satisfaction of all supervisors.

Date.....

Lokendra Birla