

EDUCATION

Master in Public Administration (MPA), Public Administration

The Indira Gandhi National Open University (IGNOU)

2021 - 2023

Diploma, Ccc

(NIELT) National Institute Of Electronics And Information Technology

2021 - 2021

B.A. Programme, Arts

University of Delhi

2017 - 2020

Diploma, BASICS OF THE COMPUTER

SARVODYA COMPUTER CENTRE

2018 - 2018

Senior Secondary (XII), Arts

GBSSS, GOKULPURI DELHI

((CBSE BOARD) board)

Year of completion: 2017

Secondary (X)

ARWACHIN SHIKSHA SADAN SENIOR SECONDERY SCHOOL, DELHI

((CBSE BOARD) board)

Year of completion: 2015

JOBS

Store Manager

SMOOTH POWER SYSTEM PRIVATE LIMITED, Virtual

Jan 2020 - Present

UNDER THIS ROLE, DIRECTLY RESPONSIBLE TO REPORT TO SENIOR DIRECTOR REGARDING THE STORE LEVEL IN WAREHOUSE. AND KEEP ALL DATA OF STORE OR PRODUCTION IN MS FILES. AND PHYSICALLY ENTRY IN INWARD AND OUTWARD BOOK OF GOODS.

Store Incharge

OM ENGINEERING INSTRUMENT PRIVATE LIMITED, Delhi

Feb 2018 - Jan 2020

UNDER THIS JOB, THE RESPONSIBILITY INCLUDES STOCK MANAGEMENT, STOCK REPORTING, AND CONTACT TO VARIOUS VENDORS.

SKILLS

Adobe Photoshop

Intermediate

Adobe After Effects

Intermediate

MS-Excel

Intermediate

Adobe Illustrator

Intermediate

CorelDRAW

Intermediate

MS-PowerPoint

Intermediate

Accounting

Beginner

Product Management

Beginner

MS-Word

Intermediate

TypeScript

Intermediate

Data Analytics

Beginner

ADDITIONAL DETAILS

Participation certificate in photo editing from Delhi Institute.