

## CURRICULUM VITAE

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### ❖ OBJECTIVE

- A detail oriented and highly skilled in managing the things possesses rich experience Office Assistant.
- Proficient in managing the documents.
- Expert in prioritizing the work.
- Proficient in executing the programs using the limited resources.

### ❖ QUALIFICATION

- Matriculation from CENTRAL BOARD OF SECONDARY EDUCATION (C.B.S.E) in 2008.
- Intermediate from CENTRAL BOARD OF SECONDARY EDUCATION (C.B.S.E) in 2010.
- (BACHELOR OF ARTS) Graduate from Delhi University.
- Pursuing in MBA (Marketing) from JAIPUR NATIONAL UNIVERSITY.

### ❖ WORK EXPERIENCE

- 2 Year Experience as a Promoter in TATA PHOTON in 07.05.2011 to 30.05.2013.**
- 3 Year Experience as a Manager Sales & Marketing of the Web package & Services in CORPORATE INFOCOM PVT LTD in 01.07.2013 to 15.04.2016.**
- 3 Year Experience as TL (TEAM LEADER) IN DAIKIN AIRCONDITIONING INDIA PVT. LTD NEW DELHI in 01.05.2016 to 14.08.2019.**
- At Present Working as Associate Agency Development Manager (AADM) in Max Life Insurance Delhi Branch New Delhi 16.08.2019 to Till Date.**

### ❖ COMPUTER KNOWLEDGE

- Basic knowledge of computer and good command in Microsoft word, excel and Internet.
- Typing Speed in English 40 to 45 words

❖ **PERSONAL DETAILS**

- Father's Name – Sh. Hari Dutt Bhatt
- Date of Birth – 22<sup>nd</sup> October 1991
- Gender - Male
- Nationality - Indian
- Religion - Hindu
- Language Know - Hindi & English

I do hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place :

(Dinesh Bhatt)