**Name: Himanshu Sengar**

Address: 15/3, Khyber Line Near Pratap Chowk, Delhi Cantt

 New Delhi- 110010

Mobile: +91-8439422649

Email Id: himanshusengar3@gmail.com

 **CAREER OBJECTIVE**

To be associated with a progressive organization that provides a learning environment for enhancing knowledge and contributing to the growth of the organization with full commitment, as a part of the organization.

**WORK EXPERIENCE**

* **Organization: Acro Paints Ltd.**
* **Work Experience: February 2018 - Present**
* **Designation: Commercial Assistant**
* **Role & Duties:-**
	+ **Processed and verified various sales orders and payment transactions.**
	+ **Ordered, managed and restocked all necessary office supplies, properly.**
	+ **Data entry, data auditing, manipulating, cleansing & processing data using Excel.**
	+ **Analyzing raw data and creating data reports & dashboards.**

**EDUCATIONAL QUALIFICATION**

* **Post Graduate Diploma** in **Management (Operations & Marketing)** with aggregate **70.8%** from **Symbiosis, Pune** in 2019**.**
* **Graduation** with aggregate **61%** from **Agra University, AGRA** in 2016
* **12th**with aggregate **62%** from **National Institute of Open School** (**C.B.S.E**) in 2013.
* **10th**with aggregate **59%** from Army Public School (**C.B.S.E**) in 2010.

 **KEY SKILLS**

* Excellent in MS Excel.
* Proficient in MS word & MS PowerPoint.
* Fair Knowledge in MS Access and MS Outlook.
* Attention to detail & ability to work in a time sensitive environment.
* Goal oriented, competent and strong technical and analytical skills.

 **PERSONALITY TRAITS**

* Honest and self-confident.
* Dedicated and hardworking.
* Strong learning skills.

 **AREAS OF INTEREST**

* MIS Reporting and Analysis
* Reading

 **PERSONAL DETAILS**

**Father's Name:** NB Sub Ravinder Singh Sengar

**Date of Birth** : 18 Aug 1995

**Gender:** Male

**Nationality:** Indian

**Languages known:** English, Hindi

**Hobbies:** Listening Songs, Traveling

**DECLARATION**

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

Date: Place: Delhi **Name:**