ASHISH

# Email Id: - Arathor307@gmail.com Mobile No: - +91- 9873142158

**Carrier Objectives:**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

**Educational Background: -**

* 12th Class from Govt Boys Sr. Sec. School
* Graduation School of open learning [DU]
* Diploma in Computer
* Tally Erp.9
* Purshing MA In Poltical Science [DU}

**Skill Set :-**

* Managerial capability with an aptitude of employing new ideas, concepts and technology.
* Empathetic listener and convincing speaker.
* Communication, Critical Thinking and Handling pressure
* Sales Planing and Team Management
* Good Presentation And Communication Skills To Deal With Top Management

**Software’s familiar with :-**

**COMPUTER SKILLS:**

* + M.S Office Application (M.S Word, M.S Excel… Etc.)
  + Tally E.R.P 9 (Version)
  + Chrome ,Google Drive ,Mailing

**Work Experience: -**

**J.K CEMENT LTD { BO - G.S CORPORATION }**

**Profile Summary**

* + Day to Day Business Transaction Record.
  + Dealing With Dealers Sales Marketing
  + Process Improvements And Development.
  + Maintained Data Properly of Vendors & Creditors.
  + Bank Related Work
  + Joining – 1 April 2015 To 28 March 2019

**WONDER CEMENT LTD { DEALERS – TONY BUILDING MATERIALS SUPPLIERS}**

**Profile Summary**

* Goods Delivery And Transportation .
* Visiting Constructionn Sites Make Relationship.
* Manage Overall Performance invoice Processing & Payments Process by providing Strategic
* Joining – 6 April 2019 To present.

**Area of interest: -**

* Interacting with professionals
* Love to learn new things
* Listing to music, cricket

**Personal Details**

**Father’s Name : Mr. Angad singh**

**Mother’s Name : Mrs. Meena**

**Date of Birth : 20.09.1997**

**Languages Known : Hindi, English, Nationality : Indian**

**Marital Status : Single**

**Gender : male**

Home Town : New Delhi

Permanent Address : House no.-18 L-Block Mohan Garden

Delhi -110059

**Date: -** Ashish