

CURRICULUM VITAE

AMAN VERMA

E - 159, SECTOR-9,
NEW VIJAY NAGAR COLONEY,
GHAZIABAD- 201009

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➤ OBJECTIVE :

- To manifest my abilities, striving for excellence in my chosen field, apply the same to a challenging environment in an efficient way and contribute to the growth of the chosen field with my knowledge, practical skills, dedication and positive ethics.

➤ PROFESSIONAL EXPERIENCE

➤ Realty 360 degree pvt ltd

- Designation :- Senior sales Manager
- Duration :- 8 feb2021 To Till date

I am handling the project of Mahagun Montage (like Flats 2BHK to 5BHK Duplex) for sales in Ghaziabad

➤ Square yards pvt ltd

- Designation :- Sales Executive
 - Duration :- 18 nov 2020 To 31 jan 2021
- All project I am handling for sales in noida

➤ Fullerton India Pvt Ltd, New Delhi

- Designation :- Sales Executive
 - Duration :- 27 Sept 2019 To 31 Mar 2020
- Handling Home Loan

➤ Capgemini Multinational Company Ltd, Noida

- Designation :- Process Associate
- Duration :- 22 April 2019 To 28 Aug 2019

This project is for providing altair global process handling invoice for clients using the software. I am working on the use of tools like DMS, DASH, AREV, MOVETRACK, GROW

- DMS :- Cases for invoices
- DASH :- Check detail for the customer for invoices
- AREV :- Check detail for time of period
- MOVETRACK :- Fill the form for customer for invoices
- GROW :- Check details for invoices

➤ HDFC Bank Noida

- Designation :- Sales Executive
 - Duration :- 14 March 2018 To 4 Sept 2018
- Handling HOME LOAN

➤ Clavecon India Private Limited

- Designation :- Assistant Accountant
- Duration :- 26 Oct 2015 To 07 May 2016

Doing accounts work using software – Tally/ERP 9.0 including journal entry, receipt and payment account, purchase account, sales account in tally and data entry.

❖ EDUCATIONAL / PROFESSIONAL CREDENTIALS

- MBA from ABES-EC Ghaziabad, Stream-Finance & Marketing in 2014, UPTU Lucknow, 1st Div. with 64.53% marks.
- BBA from IMS Noida, in 2012, CCS University Meerut, 1st Div. with 64.48% marks.
- Sr. Secondary Level Exam in 2009 from CBSE Board, New Delhi.
- Secondary Level Exam in 2007 from CBSE Board, New Delhi.

❖ INDUSTRIAL TRAINING:

- Six weeks Summer Training in 2013 at Bharat Electronics Ltd., Ghaziabad. In this I got brief idea about“ANALYSIS OF CASH FLOW STATEMENT”.
- Four weeks Summer Training in 2011at Finance & Accounts Department in Central Electronics Ltd, Sahibabad. In this I got brief idea about “ESTIMATION OF WORKING CAPITAL”.

❖ EXTRA CURRICULAR ACTIVITIES:

- Participated in Group discussion (IMS Noida) in year 2012.
- Participated in various competitions at school level.

❖ COMPUTER SKILLS: : C.F.A. Course from B.I.T.I. Ghaziabad

- Operating System : Windows -XP Professional/2007
- Computer skills : MS- Word , MS Excel, Powerpoint
- Others : Tally ERP 9.0

❖ PERSONAL STRENGTHS :

- Good communication skills.
- Positive Attitude.
- Team Work.
- Motivation Skills.

❖ LANGUAGE KNOWN : Hindi & English

❖ PERSONAL DETAILS :

- NAME : Aman Verma
- FATHER'S NAME : Sri Ashoka Kumar Verma
- PERMANENT ADDRESS : E-159, Sec-9, Vijay Nagar Coloney, Ghaziabad -201 009
- NATIONALITY : Indian
- D.O.B : 18th Nov 1992
- SEX : Male
- RELIGION : Hindu
- MARITAL STATUS : Unmarried
- LANGUAGE KNOWN : English & Hindi
- NATIVE PLACE & STATE : Ghaziabad, District Ghaziabad (Uttar Pradesh)

DATE :

PLACE : GHAZIABAD

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