**CURRICULUM VITAE**

**ANUJ SAXENA**

**Verification Address:** Plot No. S4, First Floor, Shalimar Garden Extn.-1, Sahibabad

Near Dayanand Park

Ghaziabad (U.P.) Pincode– 201005

Mobile: 9540076147

### CAREER OBJECTIVE

To pursue a career in an organization which will provide me an opportunity to prove my worth and enhance my skill.

### ACADEMIC QUALIFICATION

* 10th passed from U.P. Board in year 2007.
* 10+2 passed from U.P. Board in year 2010.
* Graduation (B.A.) from Dr. Bhim Rao Ambedkar University in year 2015.

### COMPUTER SKILLS

* Advance Diploma in Computer Application.
* Knowledge of Hindi / English Typing.
* Knowledge of M.S Word and Powerpoint
* Advance Excel Knowledge (Filter, Hlookup, lookup and Pivot Table etc.)
* Knowledge of Product Listing
* Knowledge of Product Packaging
* Knowledge of Product upload at Wordpress and Magento Operating
* Knowledge of Ecommerce website Operating
* Basic knowledge of HTML

### WORK EXPERIENCE

* One year worked in Harry Academy as a Computer Operator.
* Six months worked in JeevanJyoti Hospital as a Data Entry Operator.
* 1+Year Worked as an E-Commerce Executive in Astroventures Private Limited Company Responsible for post items on various e-commerce platforms (Snapdeal, Amazon, Flipkart, Paytm, Rediff, Shopclues etc.) developing product descriptions and accurate Bulk product listing, update pricing and Returns Handling, Taking care of inventory Management, Shipping, Order Management, Payment Gateways etc. with Manage Packing Department.
* Currently working as a Computer Operator in SA Infrastructure Consultants Private Limited .

**CURRENT KEY SKILLS IN SA INFRASTRUCTURE CONSULTANTS PVT. LTD.**

* Request For Proposal (RFP)
* Government Tender Search online &offline (NHAI,MORTH,NHIDCL,BSRDCL,BRNNL,RVNL and State & PWD etc.
* Tender List Prepare for Approval
* Approved Project list update
* Maintain Master sheet of Tenders
* Extension of bid validity
* Letter of Authorization
* Demand Draft & Bank Guarantee Requisition of Finance department as per Requirement of RFP’s.
* Knowledge of Expression of Interest (EOI) Preparation
* Technical Proposal Preparation
* CV download and Search From Infracon Website
* Formatted CV
* Hard Copy Record Maintain of Post Bid

### STRENGTHS

* Hard working
* Positive attitude
* Ease in working
* Good Listener

### PERSONAL DETAILS

Father’s Name : Late. Mr.MurariLalSaxena

Date of Birth : 1stJuly, 1992

Marital Status : Unmarried

Permanent Address : 5/159 / C, Ram Nagar,
 ITI Road, Aligarh,

Gender : Male

Nationality : Indian

Hobbies : Playing and Watching Cricket

### DECLARATION

* I hereby declare that all the information provided by me in my resume is correct up to my knowledge.

Date:

Place: **(ANUJ SAXENA)**