

JAGDISH

S-36/97

Gandhi Camp -1

Okhla railway station

Shri Niwas puri

New Delhi 110065

Phone no : 8527261686

Email: jagdish03101996@gmail.com

CAREER OBJECTIVES

I am see a job where I can use my knowledge and experience for that position who will be allow me and there I can utilise my technical skills experience and my efforts ideas hard work and willingness to learn in make an organization successful by my qualities and creativities .

EDUCATION QUALIFICATION

| School/college | Board/university | Class | Year | Percentage/Cgp |
|--------------------------|------------------|----------------|-----------|----------------|
| S.R.S.D.Se.Sc.Schoo I | CBSE Board | 10th | 2012-2013 | 6.2 |
| S.R.S.D.Se.Sc.Schoo I | CBSE Board | 12th | 2014-2015 | 72.8(commerce) |
| SOL Open learning | Delhi University | B.com 3nd year | 2021-2022 | Completed |

1.Completed Certificate course of retail sales associate from PMKVY Institute.

TECHNICAL QUALIFICATIONS

1.Basic knowledge of computer

2.Data Analysis(Advance Excel)

- Preparing weekly/Fortnight/monthly lead-Enquiry/lead conversion reports.
- Sharing MIS Reports on Daily basis.
- Generating reports for growth & Productivity.
- Preparing monthly revenue Reports.
- Weekly monitoring Progress for Student.
- Coaching and training Basic & Advance Excel computer course & Data Analysis

3.Ms-office2017

4.Tally ERP.9

EXPERIENCE QUALIFICATIONS

1. One year experience with the BADATYA Pvt.Ltd. as a MIS Executive Data Analysis with Advance Excel & Managing and formatting big data, Dashboard, powerpoint, presentations,etc.(Joined :- 12/02/2016)

2. Seven months work with the Teamlease Pvt.ltd.(Joined :- 15/May/2017)

3.Knowledge of visual merchandising and plan-o-gram experience and good team coordination.

4.Maintain display of department as well as handling customers.

5. Four year three months work experience with the Lifestyle International pvt.ltd. Max retail division as sales associate.(joined :- 01/Jan/2018)
6. Working with Marks and Spencer.

TRAININGS ATTENDED

- | | |
|--|------------------------|
| 1.Communication skills | 5.Behavior |
| 2.Customer service | 6.Display guidelines |
| 3.Health and safety | 7.KRA Key results area |
| 4. Types of customers and How Handling them? | |

KEY STRENGTHS

Good interpersonal skill, and good Communication skills quick learn and take decision with positive attitude Self motivate as well as team also and I am give the my best every single minute to my job with my honesty and loyalty so that we target our goal and achieve the result of our goal

PERSONAL DETAILS

Name : Jagdish
Date of Birth. : 03/10/1996
Marital status : Unmarried
Nationality : Indian
Hobbies. : Listening music
Language know : English & Hindi speak and writing

DECLARATION

I am sure that if given a chance to work with your organization. I can prove my worth and also that the above facts are true complete and correct to the my best of knowledge and work.

Place : New Delhi

Date :

{Jagdish}