

TAIF BUX	
Contact	
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📍	House No. 230, Chhota Bazar, Main Road Chhota Bazar, Jain Mandir Line, Ward No. 20 , Chirimiri, Dist. Korea (C.G.)
Skills	
• Operation Management • Buisness planning • Buisness Development • Staff Management • Back office management • Side Engineer • Accounts In MS Excel	100%
Achievements & Awards	
• Government Of Chhattisgarh Public Works Department Durg Chhattisgarh Vocational Training Certificate	
• Little Flower Academy Higher Secondary School Personality Competition First Prize Certificate	
• Little Flower Academy Higher Secondary School DFA Football Competition Winner Certificate	
• Little Flower Academy Higher Secondary School Senior Group Dance Competition Certificate	
• Bhartiya Sanskriti Gyan Pariksha 2009 Grade A Certificate	
Languages	
• Hindi • English	
Interests	
• Sports	
• Travel	
• Music	
Cocking	
Writing	

OBJECTIVE	
I seek challenging opportunities where I can fully use my skills for the success of the organization.Multi-faceted, efficient, and reliable administrative professional with 3 years of experience supporting executives, sales personnel, and managers to improve internal operations for small businesses.	
EXPERIENCE	
MEDI INDIA	Feb 2021 - Aug 2022
Branch Manager	
Negotiate details of contracts and payments, and prepare sales contracts and order forms.	
Provide customers with product samples and catalogs.	
Check stock levels and reorder merchandise as necessary	
Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.	
Answer customers' questions about products, prices, availability, product uses, and credit terms.	
Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.	
Private Construction	2019 - 2019
Site Engineer	
managing parts of construction projects	
overseeing building work	
undertaking surveys	
setting out sites	
checking technical designs and drawings to ensure that they are followed correctly	
supervising contracted staff	
P.W.D Sub Division, Patan Durg	24-06-17 - 10-07-17
Vocational Training	
EDUCATION	
Chhattisgarh Swami Vivekananda Technical University	2021
Diploma (Civil)	
63.52%	
Hemchand Yadav Vishwavidyalaya University	2022
Bachelor of Computer Application	
79.4%	
PROJECTS	
Payroll Management	
• College Project	
Waste Water Treatment	
• College Project	

