

Curriculum Vitae

KAILASH ARYA

H No.1/367
Housing Board,
Jawahar Nagar,
Sri Ganganagar-335001(Rajasthan)
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Career Objective

To be associated with a progressive organization that would provide a good work environment for my career and help me in exploring my knowledge, experience and skills that dynamically works towards the growth of organization by maintaining the quality & quantity standards of the company and establish in the corporate world.

Work Experience:

Currently Working - Heban Chemicals (India) Pvt. Limited

- Job Responsibilities**
1. Making the appointment with the clients.
 2. Giving presentation to the clients and details of the product.
 3. Generating revenue from new Clients
 4. collect the required information and document with mandates sign by Authorized person.
 5. submit the mandates to the Office.
 6. Maintaining complete MIS.
 7. All the Sales and Marketing Activities to generating the Buisness

Activities

- Awarded as a Best singer in college annual fest in 2003.
- Got entry in Guinness Book of World Records in Category of 'Longest lesson learnt' as a participant.

Personal Traits

- Ability to meet the organization goals in an effective manner..
- Effective communication skills.
- Willingness to Learn and Adapt.
- Strong Analytical skills.
- Ability to maintain good human relations and handle responsibilities.

Computer Knowledge

- Proficient with MS Office (MS Excel, MS Word & MS Power-point).
- Capable of handling various mails based databases and Internet.

Educational Qualification

Post Graduation	PGDBM(marketing) (2007-09)
College	Bangalore School of Business
Graduation	Bachelor of Commerce from Bikaner University (2003-06)
College	M.D.PG (Sri Ganganagar)
Typewriting	Lower 25 W.P.M (English)

Personal Profile

Father Name	Sh. Sultan Singh Arya
Mother Name	Smt. Maya Arya
Permanent Address	1/367 Housing Board, Sriganganagar, Rajasthan.
Date of Birth	3 rd Feb, 1985
Marital Status	Married
Nationality	Indian
Languages Known	English, Hindi,Punjabi
Current ctc	2.40 lacs per annum
Job Field	Sales and Marketing
Notice Period	30 days
Preference Locations	Rajasthan

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Place: Sriganganagar

Yours Sincerely

(Kailash Arya)