

Ankita Rajput

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CAREER OBJECTIVE

Work and learn that contribute best for the growth of the organization by continue developing and sharing my skill ability.

SKILLS

Ms office

Basic knowledge of computer

EXPERIENCE

Dec-2021 - Jul-2022

BDE(Consultant)

e-Procurement technologies limited

- Developed brand awareness and marketing strategies.
- Prepared market analysis report for each project.
- Maintain crm and various Excel sheets.
- Consulted with clients and provide assistance with implementing suggested plans.

Feb-2019 - Nov-2021

Dip associate (document controller)

SBI

Ensure all technical documents,such as repoorts, drawings and blueprint are collected and registered in system
Notify personnel of updated document version and how to access them.
Check all documents according to policy.
Cross Verify all details with customers.
Final dispatch process

EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
M.B.A. ICFAI , University	75 %	2021
B.com Gujarat , University	67 %	2018
H.s.c Vivekanand , GSEB	65 %	2013

STRENGTHS

Hard working,self-motivating,precise and clear communication skills.
Adaptable to changing situation and priorities.
Confident ability to work in group

AREAS OF INTERESTS

Listening music, Want to make every work efficient

HOBBIES

Reading newspaper and motivational books.

PERSONAL DETAILS

Date of Birth	Nov,24,1997
Gender	Female
Marital Status	Single
Languages Known	English, Gujarati, Hindi

DECLARATION

I hereby declare that information given above is correct and true.

Ankita Rajput