**RESUME**

**Aridaman Singh**

RZ – 329, Street No.22

Sadh Nagar-II, Palam Colony

New Delhi – 110045

Phone: 8750178744

Email Id: aridaman00@gmail.com

**OBJECTIVE**

Seeking an opportunity in a result-oriented organization where I can learn, apply my knowledge and contribute to the growth of the company and my career.

**EDUCATION**

**Chhattisgarh State Open School, Raipur**

XIIth, All India Senior School Certificate Exams

**Chhatisgarh State Open School, Raipur**

Xth, All India Secondary School Exams,

**TECHNICIAL SKILLS TOOLS:**

MS OFFICE

WINDOWS

**EXPERIENCE:**

**FULL TIME**

1st April 2019 to April 2022 **Gati – Kintetus Express Pvt. Ltd**. As an **(Associate Operations).**

**April 2022 to Dec 2022 Worked with Nysaa Retail Pvt Ltd (Gaziabad Store) as a Salesman**

**ROLE AND RESPONSIBILITIES:**

* Performing administrative duties including answering phones, scheduling appointments, etc.
* Monitoring inventory and placing supply orders.
* Tracking daily operations and reporting or resolving issues.
* Maintaining company database.

**INTERESTS & HOBBIES**

* Enthusiastic about organizing and managing various social and official events.
* Other interests include Volleyball, Badminton and playing other outdoor games.

**PERSONAL DETAILS**:

Date of Birth : 03 March, 1996

Father’s Name: Mr. Ajeet Singh

Nationality : Indian

Language Known: Hindi and English

DECLARATION:

I hereby declare the above mentioned details are true to the best of my knowledge.

Date:

Place: ARIDAMAN SINGH