

KETAN JAIN

CONTACT

📍 C-193, Braham Puri Colony, Ranhola,
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PERSONAL DETAILS

- Date of Birth : 10 January, 2001
- Gender : Male
- Nationality : Indian
- Religion : Hindu
- Hobby : Photography

SKILLS

- Relationship Building
- Active Listening
- Critical Thinking and Problem Solving
- Conflict Resolution
- Communication Skills
- Complaint Resolution
- Time Management
- Creative
- Adaptability
- Lead Generating

Place : New Delhi

Ketan Jain

OBJECTIVE

Hardworking and passionate job seeker with strong organizational skills, ready employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise with intension to help team achieve company goals.

EXPERIENCE

► AM Printing Solutions, Janakpuri, New Delhi

Sales Executive & Junior Designer (Nov 2023 - Present)

- Work on Government E- Marketplace (GeM) Platform
- Designing on Corel Draw & Photoshop
- Private & Government Tender Filing
- Proofing the matter with design
- Direct selling products & services to customer by visiting market
- Matching final output with approved sample
- Basic operate digital printing machine

► The Federal Bank Ltd., Shafipur Ranhola, New Delhi

Bankman (File Maintenance Clerk) (Jan 2022 - Nov 2023)

- Maintain & Building Relationship With Customers
- Files & Records Management
- Account Opening
- Stationery Management
- Complaint Resolution
- Selling Bank & 3rd Party Products
- Help customer- on boarding & using digital banking & filling forms
- Visiting Customer Place
- Branch Banking

► Vaani Printing & Services, Janakpuri, New Delhi

Marketing Executive (July. 2021 - Jan. 2022)

- Buying raw material for printing like paper, toner, etc.
- Deliver the final goods/product to customer on time
- Proofing the matter with design
- Matching customer approved sample with final output
- Providing required material to printer & binder to complete product
- Visit customer place

EDUCATON

► Bachelor Of Commerce (B.Com)

2019-Present (Result Awaited)

Indira Gandhi National Open University- New Delhi

► Certificate In Ms Office

4 Month Course - Completed on August 2022

The Sharp Computer Education- Nangloi, New Delhi

► Diploma In Financial Accounting

One Year Diploma Course - 2019-2020

Delhi Institute of Computer Science (DICS)- Punajbi Bagh, New Delhi

► Senior Secondary Education (CBSE)- XIIth

2018

GRM Public School- Ranhola, New Delhi

► Secondary Education (CBSE)- Xth

2016

GRM Public School- Ranhola, New Delhi