

KETAN JAIN

CONTACT

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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

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 Ranholi, 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

EDUCATION

► 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)- Punjabi Bagh, New Delhi

► Senior Secondary Education (CBSE)- XIIth

- 2018
GRM Public School- Ranholi, New Delhi

► Secondary Education (CBSE)- Xth

- 2016
GRM Public School- Ranholi, New Delhi