

# Vishvesh Pandit

vishveshpandit0734@gmail.com



8871830015



Ujjain, India



I am an dependable individual with a strong drive and attention to detail. Seeking an entry level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies.

## ACADEMIC BACKGROUND

### Bachelor of Science

Kothari College Of Management, Science & Technology

2016 - 2019

Indore, Madhya Pradesh

### H.SC(M.P BOARD)

Kalidas Montessori School

2013 - 2016

Ujjain, Madhya Pradesh

### S.SC(C.B.S.E BOARD)

Oxford Junior College

2012 - 2013

Ujjain, Madhya Pradesh

## WORK EXPERIENCE

### Assistant Studio Manager

Suramya production

2020 - Present

Ujjain

it is a business that provides the physical basis for works in the fields of performing arts, new media art, product shoot, weddings, interactive arts and video

#### Achievements/Tasks

- Handled and responded to inbound calls from clients regarding photography services.
- Communicate with online booking customers and potential customers via email and phone (and in the future, on line chat)
- website creation and management
- Ex.-- www.suramyproductions. com
- Helped to resolve last minute problems regarding shoots/Props/lighting systems etc.
- Helped in maintenance and management of equipment and supplies of photography studio.

## SKILLS

Website creation

Business Development

Data entry & Data Processing

Leadership

Client Handling

Multitasking & Time Management

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Internet surfing

Travelling

Content writing