**RESUME**

**Advitya Bhasin** Address: B-73, Hill view Apartments, Vasant Vihar, New Delhi-110057,

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**Objective**

I want to work in a reputed company which understands my strength and needs and is sensitized to my skills. I will work to my maximum potential and willing to put my best foot forward. I am looking to work in the field of Information and Communication Technology.

**Educational Qualifications**

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| --- | --- | --- | --- | --- |
| Serial No. | Degree/Qualification | Institute | Year of Passing | Grade |
| 1. | Bachelor of Arts | School of Open Learning, University of Delhi | 2014 | Third Division |
| 2. | Professional Diploma in Computer Applications and Programming | F-tec | 2011 | Grade A |
| 3. | 12th Standard | Central Board of Secondary Education | 2003 | Second Division |
| 4. | 10th Standard | Central Board of Secondary Education | 2001 | First Division |

Experience Details

* Worked with Glocal Business Solutions Private Limited (Projects and Management & Technical Services) as Executive since May, 2016. Performing:

A. Field Work involving interactions with Banks, Tax and Company Law Consultants, BSES, Delhi Jal Board as well as Customers.

B. Desk Work involving identification of relevant news items from newspapers,Web search for various contents on solar and real estate projects,Data entry of invoices and other accounting and administrative records,maintenance of files.

* Prior to the present assignment, worked on short assignment/temporary basis with Wipro BPO as Business Process Associate Trainee, Principal Retirement Advisors Private Limited (Retirement Portfolio Management Services) as Associate and Mansa Promoters Private Limited (Restaurant and Hotel Promotion Company) as a Field Executive.
* Certificate of Disability for Schizophrenia issued by Department of Psychiatry and Drug De-Addiction, Department of Clinical Psychology-PGIMER-Dr. Ram Manohar Lohia Hospital, New Delhi.

**Skills**

* Internet
* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Admin Work

**Hobbies**

Watching Movies, Sports, News, Playing Cricket, Surfing Internet.

I solemnly affirm and declare that the facts mentioned here are true and correct to the best of my knowledge.

Date: (Advitya Bhasin)