**CURRICULUM VITAE**

**ANKIT RATHORE**

A-9/13, P&T COLONY

NEAR POSSANGIPUR MARKET

NEW DELHI-110058

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**CAREER OBJECTIVE :-**

A highly motivated and ambitious individual able to achieve target on time.

Having a proven ability to lead,consistently hit targets,improve best practices and organize time efficiently.

**KEY SKILLS AND COMPETENCIES :-**

* Proven ability to manage through orders.
* Strong decision making and problem solving skills.
* Able to motivate and lead others in a team environment.
* Excellent communication skills,both written and verbal.
* An ability to build rapport and trust quickly with work colleagues.
* Able to prioritize tasks and workloads in order of importance.
* Track record of delivering results with deadlines.

**EDUCATION QUALIFICATION :-**

* B.C.A. Graduate from Ignou University.
* Passed Secondary School Examination from C.B.S.E Board.
* Passed Senior Secondary School Examination from C.B.S.E Board.

**Certification :-**

* Learning Chinese language from JNU (Jawaharlal Nehru University).

**Work Experience :-**

* Working for Maxxis Rubber India Private Limited as an Assistant Executive-Product management section from Jan.2018.
* Worked for Paytm as an Associate from Jan.2015 to August 2017.
* Worked for Allsec Technologies Ltd. As a Cce (Feb.2014 to Sept. 2014.

**Roles playing currently :-**

* Translating source language (Chinese) into English/Hindi or vice-versa for better communication between both parties.
* Translating documents related to planning from Chinese to English and vice-versa.
* Tracking record of the material comes in and storage of same in inventory after checking.
* Getting material packed in ready to dispatch state before the material gets dispatched to client.
* Recording the accurate quantity to be packed before dispatch to avoid any errors.
* Maintaining stock in inventory and updating it further before the requirement of stock.
* Creating of layout,preparing flowchart for making the process convenient.

**Roles played previously :-**

* Providing extended support to the customer which comes on escalation desk.
* Handling escalations which directly comes from the Head of Paytm on different levels i.e. Grievance, Service Head and Escalation Desk.
* Completing assigned task on real time.
* Maintain high level of performance.
* Find out the root cause of the issue.
* Ensure to get the pending work completed of my team mates.

**PERSONAL INFORMATION :-**

Date of Birth 12th Feb.1992

Father Name Rajesh Rathore

Nationality Indian

Gender Male

Salary Negotiable

Hobbies Listening to Music and Playing Cricket

Marital Status Single

Languages Known Chinese,English and Hindi

**I hereby declare that the above given information is true to my knowledge and required not changes.**

**Place : New Delhi (ANKIT RATHORE)**