

AMAN TRIPATHI

BASIC FINANCIAL ADVISOR

"Creative problem solver with a contagious enthusiasm."



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EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION GOVT. AUTONOMOUS PG COLLEGE SATNA

SATNA

BBA

• 65+ %

10+2 SINDHU HR. SEC. SCHOOL

Satna

COMMARCE

• 65+ %

SOFT SKILLS

Leadership

TIME MANAGEMENT

Self motivation

ADAPTABILITY

Problem solving

FLEXIBILITY

Emotional Intelligence

TEAMWORK

Active listening

ORGANISATION

Dicision making

CREATIVITY, POSITIVITY AND RESPONSIBILITY

SKILLS

GST Billing

GOOGLE docs

MS office 365

Project management tools

Computer literacy

Client management

Strong communication

Problem solving skillsSkill

Reaserch & analyst

Adobe & Photoshop

MANAGING EMAIL AND ACCOUNT

SURFING BEST PLATFORM ON WEB

FINDING PROBLEMS AND BUGS

LESS TIME CONSUMING

GOOGLE SHEET

PERSONAL DIPLOMA'S

DIPLOMA IN COMPUTER APPLICATIONS By
MAKHANLAL UNIVERSITY BHOPAL

Diploma in SALES MANAGEMENT from ALISON

CERTIFICATES

Google ADS Display certification by GOOGLE

COPYWRITER Pro certificate of brillianceby EDUONIX

Masters to ADVANCED MICROSOFT EXCEL by EDUONIX

SETUP WEBSITE AT B2 LEVEL AND BUILDING
ECOMMERCE WEBSITE byEDUONIX

LANGUAGES

ENGLISH B1 LEVEL

Full Professional Proficiency

HINDI A2 LEVEL

Full Professional Proficiency

INTERESTS

EXPLORING NEW PLACES

TRAVELING

READING BOOKS

SPORTS

CARS>