

AKSHAY KUMAR

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CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills and ability to work well with people.



EXPERIENCE

- **Blues Restaurant** *01/06/2015 - 31/03/2017*
Cashier (Front office)
 - # Handling overall billing of customers via cash or with cards.
 - # Speaking customers directly for bookings and other enquiries
 - # Cash management.
- **Servokon Systems Limited** *01/04/2017 - Till Date*
Office Executive
 - # Handling Telephonic Marketing Speaking directly to customers.
 - # Talking Customers for there payments also.
 - # Making quoutations and arranging meetings with customers.
 - # MIS reporting for the Monthly Sales to the Owners.
 - # Various Office works relating to Owners.



EDUCATION

- **CBSE**
Senior Secondry eduction(class 12th)with 73%
2012
- **Delhi University**
B.A. Programmewith 52%
2016



TECHNICAL SKILLS

- Having good Knowledge of MS office and Email



PERSONAL PROFILE

- Date of Birth : 04/05/1995
- Marital Status : Single
- Nationality : Indian
- Known Languages : English,Hindi

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