

## **ANKIT GUPTA**

**Address:** H.No-279, Street no 3 salapur khera bijwasan south west delhi 110061

**Mobile. No:** +91 9717320794

**E-mail** ag870026@gmail.com

### **Career Objective:-**

To obtain a respectable position that will enable me to utilize my skills education my work ability well with people which increase the resulting profit of organization & as individual.

### **Personal Profile:-**

A dynamic and hard-working under graduate student is seeking a better position which can expand my skills and knowledge. Capable to work under pressure both as a genuine team member. Really motivated and always ready to learn new things.

### **Academic Qualification:-**

- Pursing Graduation (3rd year B.Com)
- Completed 12th in 2014 from HBSE Board .
- Completed 10th in 2012 from HBSE Board.

### **Work Experience:-**

- Worked With NSB BPO PVT. LDT. for 5 months as a Process Associate.
- Worked With NSB BPO PVT.LTD. for 5 months as a Process Associate.

### **Key Skills: -**

- Good communication skills. Excellent people skills, leadership skills.
- Flexible & adaptable, able to work well individually and within a team.
- The ability to perform under pressure and deliver to challenging timescales.
- Can build and maintain strong relationships & Good listener.
- Punctual and well presented.

### **Languages Known: -**

- English, Hindi, Punjabi.

### **Personal Information**

Father's Name: RAM GOPAL

Date of Birth: 18/02/1995

Gender: Male

Marital Status: Single

Hobbies: learning new things, Chatting, Singing songs & reading books.

DATE:

PLACE: Delhi

SIGNATURE

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