

Curriculum Vitae

Nitin Ahuja

397/11 Jacubpura,

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Carrier Objective:

To get a suitable chance in growth oriented organization where I can prove my sincere working with other people and attitude to achieve the company's goal and objectives.

QUALIFICATION:

- 10th Passed From H.B.S.E Board.
- 12th Passed From H.B.S.E Board.
- B.A Pursing From M.D.U.

COMPUTER KONWLEDGE:

- Basic Knowledge of Computer.

EXPERIENCE:-

- One Year Experience in NSB BPO Solution pvt. Ltd. as a Data Entry Operator.

KEY RESPONSIBILITIES:

- Maintains database by entering data
- Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
- Records data by operating data entry equipment; coding information; resolving processing problems.
- Protects organization's value by keeping information confidential.
- Accomplishes department and organization mission by completing related results as needed.

- One Year Experience in Indian Auto Care (Sales Executive) at Gurgaon.

KEY RESPONSIBILITIES:

- Team building and handling
- customer handling
- Responsible for provide training to subordinates about our product features and their benefits.
- Create and maintain metrics reports on marketing and sales activities, effectiveness, and business impact.

- Organize Promotional activities
- To generate new leads from the data provided
- To convert the lead into sales
- bring the mass on to our platform to develop business

- One Year Experience in Arya Motors in Sale Team

KEY RESPONSIBILITIES:

- Generating leads
- Converting leads into final sales
- Regular customer follow-up till delivery
- To Ensure client satisfaction
- To maintain client record
- To maintain Sales Record

- One Year Experience in ECS Sec -37 Gurgaon]

KEY RESPONSIBILITIES:

- Purchase Entry in Tally
 - Material inward & Outward
 - Material checking in store
 - Stock Maintaning

PERSONAL DETAILS:-

Father's name	:	Late. Sh. Suresh Ahuja
Date of Birth	:	12/08/1997
Gender	:	Male
Language	:	Hindi& English
Marital status	:	Unmarried
Religious	:	Hindu
Nationality	:	India :

DECLARATION:- I hereby declare that the information given above is mentioned true and correct to the best of my knowledge and belief.

Place:

Date:

(NITIN AHUJA)