

# **CURRICULUM VITAE**

## **ANKIT**

---

House No. 890, Block - E  
Mangol Puri  
New Delhi-110083  
Contact Number: +91 8130453839  
Email ID: Sahaniankit94@gmail.com

---

### **Career Objective:**

Want to work in challenging environment in rule and regulation and give the best of my effort, career with leading cooperative of hi-tech environment with committed & dedicated people.

---

### **Working Experience:**

#### **1.E-Commerce Profile**

<b>Total Experience</b>	: 3 years 7 month
<b>Company Name</b>	: Suntec Web Services Pvt. Ltd.
<b>Designation Job Profile</b>	: Process Associate
<b>Environment</b>	: Data Processing, Offshore IT Services, Catalogue Handling, KPO, Chat Process, Internet Searching, Online Data Retrieval and working on E-commerce sites.
	: MS Office, Internet, Photoshop, HTML

**2. Accounting Profile :** Have Experienced in Tally (6 months)

---

### **Technical Skill:**

1. Over Three years of administrative experience.
3. IN Depth Knowledge of MS Office application & Internet on platform of Windows 7 (Word, Outlook, Power Point, Mail Drafting, Tally and Excel)
4. Able to perform other clerical duties as needed.
5. Positive attitude and excellent interpersonal skills.
6. Demonstrated ability to maintain good manners and efficiency in routine professional relationships.
7. MS-Office : MS-Word, Excel, Power Point, Basic knowledge of photoshop.
8. Knowledge of Online Stores : Magento, Shopify and various client's Store.

---

### **Job Responsibilities:**

- 1.Handling Online and Offline of E-Commerce Project
2. Currently working on Magento Project
3. Have Experienced in Amazon, Homeclick, Accounts Payable Projects.
4. Have Experienced in Product Listing, Product Updation, Inventory & Sales Report and Quality Analysis.

### **Key Deliverables:**

- Client interaction to provide error free and accurate work.
- Providing Analytical Services such as competitive intelligence and industry reports along with data mining activities to the clients.
- Data analysis and interpretation. Keeping Client Informed about their matters via reports.
- Providing strategic inputs to seniors.

### **Academic Information:**

#### **Professional Qualification:**

- MBA from BVUSDE, Delhi

#### **Academic Qualification:**

- B.Com(Hons.) from Satyawati College of Delhi University
- 12<sup>th</sup> Standard from CBSE Board in 2012 with commerce stream.
- 10<sup>th</sup> Standard from CBSE Board in 2010.

### **Personal Information:**

<b>Date of Birth</b>	:	5 <sup>st</sup> July 1995
<b>Father's Name</b>	:	Sudhir Kumar Sahani
<b>Gender</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Single
<b>Contact Number</b>	:	8130453839
<b>Language Known:</b>	:	English, Hindi
<b>E-mail ID</b>	:	<a href="mailto:Sahaniankit94@gmail.com">Sahaniankit94@gmail.com</a>

### **Declaration:**

***I hereby declare that the above mentioned information is true to the best of my knowledge & belief.***

**Date :**

**Place :**

**( Ankit Kumar)**