

**Keshav Jha**  
**Mobile - 9934777115**  
**Email: keshavjha1989@gmail.com**

---

## **CAREER OBJECTIVE**

To secure a suitable position in Business Development, where I can utilize skills and experiences to make Positive contribution to my employer and enhance my skills.

---

## **TECHNICAL SKILLS:**

EDP TRAINING PROGRAMME - NSIC

SIP TRAINING PROGRAMME – ICSI

### **Basic Knowledge of Windows & Computer Fundamentals**

## **HIGHLIGHTS:**

- Sales Operations & Coordination.
- Sales Analysis.
- Marketing Analysis

## **EDUCATION:**

- Matriculation from B.S.E.B.
- Intermediate (Commerce) from C.B.S.E.
- CS Foundation.
- CS Executive (Pursuing)

## **PROFESSIONAL EXPERIENCE:**

- 3 Years' Experience in MSME Awareness Program.
- 1.5 Years' Experience in Real Estate.

---

## **Forte:**

- Good Communicator and outgoing.
- Confident and love challenges, work without supervision.
- Taking the responsibility and close that before estimated TAT.
- Fast decision making ability & Confidence is my main asset.
- Committed towards the work & Team Member.
- A very sharp Learner & Smart Worker.
- Basic with IT skills (MS-office, excel Internet applications,).
- Challenger, Ambitious & Multi-task ability.
- Great at new business development.

---

## PERSONAL DETAILS

Name : - Keshav Jha  
Father's Name : - Sanjeev Kumar Jha  
Nationality : - Indian  
Language Known : - English and Hindi  
Marital Status : - Married

I consider myself familiar with Computer Application aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: - Darbhanga

Date: - 16th-Feb-2022

Signature

**(Keshav Jha)**