

# Aryan Ved

---



- ❖ Contact No. : +91-9534851117
  - E- mail : aryanvedofficial@gmail.com
  - ❖ Address : Bishnupur Chandni Chowk Near Sarwajanik Durga Sthan ,Begusarai (851129)
- 

## CAREER ASPIRATION:

- ❖ Seeking a platform to demonstrate my skills with the ability to lead team which will result in successful project running and best outcome under strict deadline.
- 

## TECHNICAL COMPETENCE:

- ❖ Proficiency in Microsoft Office (MS Word, MS Excel, MS PowerPoint )
  - ❖ Knowledge of Window7, Window 8, Window 10 & Internet etc.
- 

## PERSONAL SKILLS:

- ❖ Excellent written and Verbal Communication skills
  - ❖ Highly organized and efficient
  - ❖ Ability to work independently or as part of a team
  - ❖ Proven Leadership skill and ability to motivate
  - ❖ Ability to Organizing peoples and Leads a team
  - ❖ Always responsible and strict for my work
- 

## ACADEMIC HIGHTS:

- ❖ **Graduation** : **B.Sc(Mathematics)**  
University : Magadh University, Bodhgaya
  - ❖ **Higher Secondary/Intermediate (Science)**  
Board : BSEB Patna
  - ❖ **Matriculation/10<sup>th</sup>**  
Board : CBSE New Delhi
- 

## EXPERIENCE:

- ❖ Currently working as a **Centre Manager** in **Dr.ITM Limited** at **Jodhpur, Rajasthan**
- ❖ Worked **1 year** as a **placement coordinator** in **LBS Group of Education** at **Kota, Rajasthan** (DDU-GKY)

- ❖ Worked **1 year** in **LBS Group of Education**(DDU-GKY Project) as **IT cum Center Coordinator**.
  - ❖ Worked **6 Month** in **Arya Foundation**(PMKY) as **IT Trainer**.
  - ❖ Worked **2 Years** in **Aptech LTD Kolkata** as **IT Trainer**.
  - ❖ Worked **1 year** in **Sai Infotech Patna** as **IT Trainer**.
- 

### **ROLES & RESPONSIBILITIES:**

- ❖ Well communicate, lead and motivate an employee to work towards a higher level.
  - ❖ Develop action plan and harness resources to achieve organization goals.
  - ❖ Manage in every channel and makes plan collaborative, effective and productive.
  - ❖ Will be manage to candidates and staff their working criteria.
  - ❖ Monitor, evaluate and implement.
  - ❖ Managing center associate attendance.
  - ❖ Meeting goals and strong body language skill with is obsessed Potential.
- 

### **ACHEIVEMENTS & AWARDS:**

- ❖ Got **2 times employee of the month** in LBS Group of Education.
  - ❖ **ESOP Certified**
- 

### **PERSONAL INFORMATION:**

- ❖ Name : Aryan Ved
  - ❖ Date of Birth : 11/06/1996
  - ❖ Father's Name : Mr. Rajendra Prasad
  - ❖ Gender : Male
  - ❖ Marital status : Single
  - ❖ Language known : Hindi, English
  - ❖ Religion : Hindu
  - ❖ Nationality : Indian
- 

### **HOBBIES:**

- ❖ Listening songs and singing
  - ❖ Reading novel and Literature
- 

### **DECLARATION:**

- ❖ I sincerely proclaim that all of the above mentioned Information is true to my belief and I'm responsible for it's accuracy.

**Place:**

**(Aryan Ved)**