**RESUME**

**Ankit Charaya**

A-201, Harmony Building,

Second Floor, Mira Bhayander Road,

Near GCC Club, Mira Road (E),

Thane - 401 107.

Mob.: 8928132001

Email Id: ankit.aroraarora9587@gmail.com

**Career Objective:**

To help achieve organizational goals by the knowledge and skill acquired through education and previous experience and in turn elevate my career.

**Qualification:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
| B.A | Bikaner | 2016 |

**Employment Details:**

* **Working as a Digital Marketing Executive in M/s. Lord’s Mark Industries Pvt. Ltd. Mumbai July 2018 to Till Date**.
* Arrange All Documents With all requirements of GEM (Government E Market Place).
* Arrange All Documents with all requirements of IREPS (Indian Railway E Procurements System).
* Check and Submit All Digital Tender for Computer Papers, Led Light, Solar Lights, E Vehicle.

**Personal Profile:**

**Name : Mr. Ankit Charaya**

**Date of Birth : 23rd March 1995**

**Sex : Male**

**Marital Status : Unmarried**

**Nationality : Indian/ Hindu**

**Qualification : B.A**

**Other Qualification : Computer (MS Word, Excel, Power Point)**

**Languages Known : Hindi, English & Punjabi**

**Hobbies : Playing Cricket, Listening to Music**.

Date:

Place: (**Ankit Charaya**)