

# Anuj Chandra

Delhi, Delhi

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My goal is to develop myself as a hard-core operations specialist who ensures perfect implementation of reliable processes in a growth oriented organization.

#readytowork

Willing to relocate: Anywhere

## Work Experience

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### Head of Operations

Delta Automobiles - Bulandshahr, Uttar Pradesh

August 2015 to March 2020

• and was responsible for the following tasks:

1. Customer Onboarding and Engagment
2. Service Delivery and Customer Satisfaction
3. Procurement and Inventory Management
4. Staff Onboarding and Management

### Graphic Designer

JUSTDIAL.COM - Noida, Uttar Pradesh

February 2014 to July 2015

and was responsible for:

1. Creating and Editing Banners for Existing Clients
2. Maintaining the Design Inventory of the Web Portal

### Graduate Trainee

Amar Ujala Publications Ltd - Noida, Uttar Pradesh

December 2012 to June 2013

Worked in the Creative division with key responsibilities like:

- Creating Posters, Brochures, Collage & other layouts for different projects
- Assisting the design team with operations management of specific projects
- Building relationships with prospective clients and on-boarding them smoothly

## Education

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### B.Sc. in Multimedia

Punjab Technical University - Noida, Uttar Pradesh

2009 to 2012

**Bachelor's in Multimedia**

U.P. Board - Noida, Uttar Pradesh

**C.B.S.E in Board**

Arena Institute of Animation

**Skills / IT Skills**

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- Basic knowledge of computer.
- Easy going with Windows 98/XP, MS-DOS,
- MS-Office, MS-excel and easy going in operating different operating systems.
- Adobe Photoshop
- Self Motivated
- Strong communication, interpersonal, learning and organizing skills.
- Quick Learner
- Honesty & ready to accept challenges.
- Vendor Management (7 years)