

## **Name--Jitendra Tripathi**

Objective--To secure an appropriate position, aim is for growth opportunities with effective utilization of my skills and experiences and also the opportunity to learn more in a professional atmosphere.

## **CONTACT DETAILS**

Ward no. 4, Jamui  
Rewa  
**8770447245**  
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## **EXPERIENCE**

### **Ravi construction Company — Site Supervisor**

April 2017 - Aug 2021

- Responsible for the complete operation of the site
- Managing and coordinating with the Manager and the workers
- Interacting regularly with the Managers and the Engineers
- Maintaining the data and the expenses of th site

### **LG showroom — Sales executive**

April 2016- Sept 2016

- Responsible for the Sales and business development
- Pitch the customers and promote the products
- Responsible for the revenue generation of the company
- Interacting and solving the customers issues
- Handling customers complaints

## **EDUCATION**

### **Pandit Sambhunath Shukla Post graduate, Shahdol — B.Com**

June 2013 - june 2016

### **Bharat Mata High Secondory School, Shahdol — 12th**

July 2012 - May 2013

Commerce Specialization

## **SKILLS**

Sales and business  
development  
Negotiation Skills  
Convincing skills  
Interpersonal skills  
Leadership skills

## **PERSONAL QUALITIES**

Quick learner  
Public speaking  
Good coordinator  
Self motivation

## **LANGUAGES**

Hindi and English

