**RESUME**

***PERMANENT ADD:-***

*c/o Upkar Photo studio*

*Hathras Road*

*VILLAGE: Teri Bagiya*

*Distt. : Agra (Uttar Pradesh)*

***Amardeep Banodha***

*307,3rd FLOOR DLF Phase 3,*

*Sikandarpur, Gurgaon*

*Mobile. 9810050588*

[*E-banodha35@gmail.com*](mailto:E-banodha35@gmail.com)

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| |  | | --- | | ***CAREER OBJECTIVE*** | |

*I would like to utilize my skill in the best interact of the organization working towards the achievement of individual and team goal”*

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| ***CAREER HISTORY*** |

* *Working in* ***360 Realtors LLP*** *As* ***Assistant Manager Sales*** *from 1st September to till Date.*
* *Worked with* ***Suraj Realtors India Pvt Ltd***  *As* ***Sr. Investment Consultant from*** *1st September 2013 to 31st August 2014.*
* *Worked with* ***Castle Prop mart Pvt. Ltd*** *as* ***Assistant Sales manager*** *from September 2012 to 1 September 2013 in Gurgaon (Haryana).*

***ROLE & RESPONSIBILITY IN CASTLE PROP MART PVT. LTD***

* *Maintaining work report of the day.*
* *Follow up the client who is interested in our business products.*
* *Setting up meetings with new clients.*
* *The ability to explain complex information clearly and simply.]*
* *Organizing sales data and records is a main function that a sales assistant performs.*
* *confirming sales appointments and finding leads.*

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| ***PROFESSIONAL QUALIFICATION*** |

***Master of Business Administration (MBA)*** *from* ***Aashlar Business School*** *Affiliated from* ***MTU Noida*** *approved by* ***AICTE*** *New Delhi.*

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| ***SPECILIZATION*** |

***MAJOR*** *: INTERNATIONAL BUSINESS (IB)*

***MINOR***  *: FINANCE*

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| ***SUMMER TRAINING*** |

*I have completed 6 Weeks Training on* ***EXPORT DOCUMENTATION in KOTSONS.***

***ROLE & RESPONSIBILITY IN KOTSONS:***

* *Produce labels and other documents for domestic shipments.*
* *Ensure that all documentation meets export regulation.*
* *Keep work area clean and organized.*
* *Transacting of daily shipments.*
* *Produce labels and other documents for domestic shipments.*
* *Prepare complete set of documents pertaining to export/import shipping documentation based on L/C and/or other credit terms.*

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| ***ACADEMIC QUALIFICATION*** |

* *B.Sc passed from Dr.Bhim Rao Ambedkar University, Agra (Uttar Pradesh).*
* *10th passed from U.P Board (Allahabad) in 2004.*
* *12th passed from U.P Board (Allahabad) in 2006.*

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| ***COMPUTER SKILLS*** |

* ***Operating Systems: -*** *Windows XP, Windows 7, Internet*
* ***Office Package:-****Microsoft Word, Microsoft Excel, Microsoft PowerPoint,*

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| ***STRENGTH*** |

* *Strong commitment towards the work.*
* *Smart and Hard working Quick Learner.*
* *Believe in Team Work.*
* *Honesty, Punctuality, and Patient.*

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| ***PERSONAL DETAILS*** |

*Father’s Name : Lt. Mr.Pradeep Kumar Banodha*

*Date of Birth : 03th Feb, 1989*

*Language Known : Hindi, English*

*Nationality : Indian*

*Sex : Male*

*Marital Status : Unmarried*

*Religion : Hindu*

*Hobbies : Travelling, Listening Music, playing cricket.*

***Declaration:***

*I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.*

***DATE: ………….***

***PLACE: ………… (AMARDEEP BANODHA)***