

Kartik Aggarwal



RZ-J-25B/233, J-blk, West Sagarpur, New Delhi - 110046

9711425157

Kartikaggarwal142000@gmail.com

Personal Details

- Date of Birth : 01/04/2000
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Hindu
- Gender : Male

Career Objective

To pursue a challenging career in an esteemed organisation, where i can utilize and enhance my knowledge and skills for the development of both the organization and myself.

Academic Profile

- **CBSE** 2016
10th
- **CBSE** 2018
12th
- **Delhi University (School of Learning)** 2021
B.Com (Hons)
- **Institute of Company Secretary of India** 2019
Company Secretary*
- **Lovely Professional University** 2023
MBA (Finance)*

Experience

- **●Goodwill Education** April, 2021 - Dec,2023
Coordinating Head
My Responsibilities as Coordinating Head
 - » Supervision of Staff Members
 - » Creation of Reports keeping Data
 - » Policy Creation to Remove Obstacles
 - » Ensures Proper Coordination Between Teachers and Management.
 - » Coordination With Consumers (Parents) after Receptionist.
 - » Reporting to Superiors About the work performances.
 - » Taking Appropriate Steps in absence of Superior to resolve grievance.
- **Goodwill Education** June, 2019 - March, 2021
Teacher
The Services Provided as Teacher of
 - » Business Studies
 - » Accountancy
 - » Business law

Skills

- Good Verbal and Communication Skills.
 - Better Public Relations
 - Ability to work independently or as part of a team.
 - Self Motivated and Hard Working.
 - Problem Solving and Leadership.
 - Creating and maintaining Reports
-

Computer Skills

- Command over MS office
 - Command Over Advertising Tools
 - Computer Management
 - Creation of Excel Sheets and reports
-

Strengths

- Quick Learning
 - Positive Attitude
 - Goal Oriented
-

Hobbies

- Editing Videos
 - Listening music
-

Declaration

- I hereby declare that all the above informations are true to the best of my knowledge and Belief.