

RITESH CHOLA

I am a keen, hard working, reliable and excellent time keeper.

Tagore Garden, Delhi, Delhi 110027

riteshchola2_qxa@indeedemail.com

8585920730

Dedicated and organized Library Attendant with a passion for fostering a love of learning and promoting library resources. With a keen eye for detail and a commitment to providing exceptional service, I ensure the smooth operation of library functions, including circulation, shelving, and assisting patrons with locating materials. Skilled in utilizing library management systems and maintaining accurate records, I strive to create a welcoming and supportive environment conducive to intellectual exploration and academic success. With excellent communication and interpersonal abilities, I am adept at effectively engaging with diverse patrons and addressing their informational needs. My goal is to contribute to the library's educational mission by facilitating access to knowledge and resources for all users.

Willing to relocate to: Delhi, Delhi

Personal Details

Date of Birth: 1992-03-21

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Education & Instruction

Total years of experience: 13

Work Experience

Sr. Business Development Manager

KP Classes-Delhi, Delhi

Full-time

March 2024 to May 2024

generate new sales leads, negotiate client pricing, and forecast sales revenue,

Sr. Business Development Executive

Randstad pvt ltd (Byjus)-Delhi, Delhi

Full-time

November 2021 to July 2022

Good listening. & Problem solving & sales skills

Sr. Business Development Associate

ETHICAL EDU FABRICA Pvt Ltd,-Dili

Full-time

March 2020 to October 2021

KEY DELIVERABLES:

Growing business through the development of new leads and new contacts

Manage Student Data

Relationship Management

Assisting Students in Picking the Right Course

Education

Master of Library & Information Science in Library & Information Science, Swami Vivekanand Subharti

University Meerut SUV - Meerut, Uttar Pradesh

October 2023 to June 2024

Bachelor Of Library & Information Science in Library & Information Science, CCS Chaudhary Charan

Singh University Meerut - Meerut, Uttar Pradesh

July 2022 to September 2023

Diploma in Lal Bahadur Shastri Training

April 2020 to October 2021

Bachelor of Hotel Management & Catering Technology in Technology, Dr A.P.J

Abdul Kalam Technical University - Lucknow, Uttar Pradesh

April 2013 to August 2017

Skills / IT Skills

- Adaptability
- Ability to Multitask
- Time Management
- Ability to Work in a Team
- Computer Skills
- Languages
- Hindi
- English
- Hobbies
- Listening Music
- Playing Cricket

- Customer service

- Food preparation

- Driving
- Microsoft Office
- Organisational skills
- Maintenance
- Communication skills
- Leadership
- Cash handling