

## → Career Objective

To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.

## → Academic Details

- **MBA (HR & Finance), Vikrant group of institution**  
81%  
2021
- **BBA, Vikrant group of institution**  
70%  
2019
- **High secondary school, RCY high secondary school**  
78%  
2016
- **High school, Carmel convent school**  
83%  
2014

## → Work Experience

- Cosmo group Gwalior  
Sales executive  
Aug 2020-Aug 2021
- R & G Commodity Gwalior  
Sales executive  
Sept 2021-Aug 2022
- Indiamart Intermesh Ltd. Noida  
Assistant Manager  
Aug 2022- till date

## → Skills

- Certification in Talley ERP 9 with GST
- Office automation ( MS excel, MS Word, MS PowerPoint presentation )
- Analytical and problem solving skills
- Written and verbal communication
- Knowledge about closing sales
- Organization skills and Problem-Solving
- Customer Relationship Management
- Flexibility and Customer retention

## → Achievements

- Won various college and school level certificates
- Got first prize in table tennis at college level

## → Curricular Activities

### Co-Curricular

- Attend seminar on entrepreneurship

### Extra-Curricular

- Badminton
- Table tennis

## → Strength

- Loyalty
- Punctuality
- Positive attitude:- creating a positive work environment
- Keen to learn new skills
- Honest and trust worthy

## → Hobbies

- Surfing the internet
- Animal care
- Volunteer work
- Gardening
- Listening music

## → Declaration

I hereby declare that the above information is correct up to my knowledge.



(Unnati yadav)