

Suryansh Jain

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Aspiring business administration graduate with a strong passion for learning and developing skills. Eager to leverage my business knowledge and communication abilities to contribute to the success of a dynamic organization. Seeking opportunities to gain valuable experience and kick-start a rewarding career.

Personal Details

Date of Birth: 2004-10-17

Eligible to work in: India

Highest Career Level: Fresher

Industry: Accounting, Administrative Assistance, Analytics, Automotive, Banking & Finance, Business Operations, Internet, Ecommerce, Management, Marketing

Total years of experience: 1

Work Experience

Car sales executive

Great value-Delhi, Delhi

November 2023 to April 2024

Represent car features and information about car model and variants , explain features to customers and clearing there doubts.

Education

Bachelor's degree in Business Administration

IIMT University - Meerut, Uttar Pradesh

Present

Skills / IT Skills

- Customer service (1 year)
- Cash handling (1 year)
- Finance (Less than 1 year)
- Email writting (Less than 1 year)
- Written communication (Less than 1 year)
- Computer knowledge (1 year)
- Data entry (Less than 1 year)
- MS Excel (Less than 1 year)

- Communication skills (1 year)
- Business development (Less than 1 year)
- Financial analysis (Less than 1 year)
- HTML (Less than 1 year)

Languages

- English - Expert
- Hindi - Native

Certifications and Licenses

Turtlemint insurance

August 2023 to Present