

### **CAREER OBJECTIVES**

To work in a growth-oriented organization with a good hierarchy, providing some opportunities for growth and advancement, seeking a position to utilize my skills and abilities in the Industries that offers professional growth while being resourceful, innovative and flexible.

### **Key Skills:**

- Ability to drive resolution, meet deadlines and goals and multitask.
- Proven track record of achieving required sales, margin, expense and labor targets.
- Strong organizational and time management skills.
- Good communication and leadership skills.

### **PROFESSIONAL EXPERIENCE:**

**Big Basket PVT. LTD.**

**Jan 2024-June 2024**

#### **Job Description:**

- End to end recruitment for delivery partners and were house picker, packer, loader.
- Responsible for on boarding delivery boys.
- Managing attendance on daily basis
- Good worker etc.
- Sourcing through field and references.

**We Fast/Borzo**

**September 2023 to March 2024**

#### **Job Description:**

- 7 Months experience as a Operation Executive.
- Handlingteam more than 30+ manpower.
- Managing also finance team.
- Making every day wise team reports.
- Maintain the complete verified documentation of the job.
- New developed business idea as per requirements.

**Magenta EV Solution PVT. LTD**

**November-2021 to August-2023**

#### **Job Description:**

- 2 years' experience as a F.R (Field Recruiter).
- Manage some accounts related activity in this organization
- Collect necessary specification for each department and make sure that their requirements are met.
- Maintain the complete documentation of the job.  
Responsible for Develop and deliver New Google Sheets as per requirements.
- Responsible for Preparation & maintenance of the Reports on Daily, Weekly, & Monthly basis.

**Job Description:**

- 1 years' 4-Month experience as a SRE ( senior Relationship executive).
- Manage some accounts related activity in this organization
- Collect necessary specification for each department and make sure that their requirements are met.
- Maintain the complete documentation of the job.
- Responsible for Develop and deliver New Google Sheets as per requirements.
- Responsible for Preparation & maintenance of the Reports on Daily, Weekly, & Monthly basis.

**Professional & Academic qualification:**

- B.Sc Passed from Bihar Board.
- 12th Passed from Bihar Board.
- 10th passed from Bihar Board.

**Strengths and Ability:**

- Influential, Convincing & Smart worker.
- Positive Attitude, Confident & Proactive.
- Result Oriented, Elevated energy level.
- Quick Learner & Keen focus on growth.

**PERSONAL DETAILS**

FatherName:Mr.Amiru Ddin

Date Of Birth:27th July 1997

Gender: Male

Languages:Hindi, English, Bengali

Nationality: Indian

Local Address: F-132 khanpur extension, New Delhi - 110062