

RESUME

Personal Details

Name : Arpit Thokdar
Birth Date : 17-Jun-1997
Marital Status : Unmarried
Nationality : Indian
Address : H No-15, Manipada, Goverdhan Gate Vrindavan (Mathura)UP- 281121
Current Add. : Sector-15, Noida
Contact No. : 9528499216, 8449308517
Father's Name : Mr. Kanhiya Lal Thokdar
Email. ID- : arpitthokdar@gmail.com

CAREER OBJECTIVE

To join an esteemed organization and to involve myself in all challenging assignment and perform the job to the best of my ability and to become an important part of it

ACADEMIC CREDENTIALS

- High school from CBSE Board.
- Intermediate from CBSE Board.
- B.com from Dr. B.M Ambedkar University (Agra)

ABILITIES

- Effective communication skills (oral, written and presentation).
- Analytical, problem solving, organization skills.
- Able to respond in diverse workload schedules with quality results.

WORK EXPERIENCE

- Seven Month Work experience as a Tele sales Executive with Matrimony.com Ltd.
- Ten Months Work experience as a Educational Counsellor with Blackboard Education & Research Foundation

LANGUAGES

- Proficiency in English.
- Proficiency in Hindi.

HOBBIES

- Playing Cricket
- Making Good Friends
- Playing Board Games

PERSONAL SKILLS

- Decision Making
- Desire to learn and grow
- Can easily fit & make myself comfortable in any situation.
- Deal with people tactfully, sensitively & patiently.
- Have a quality for adopting new concepts of studies as well as responsibilities.

RELAVANT SKILLS

- Basic knowledge of Computer in MS Office
- Basic knowledge of E-mail and Internet

DECLARATION

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

YOUR THANKFULLY
(Arpit Thokdar)