

ARCHIT WILLIAM KRALA

EDUCATION

2011-2015

B.B.A (Bachelor of Business Administration), Punjab Technical University, Jalandhar (Second Division)

High School

2011 Class XII NIOS (National Institute of Open Schooling)

2009 Class X NIOS (National Institute of Open Schooling)

CERTIFICATION

2011

Diploma in I.T Essentials: PC Hardware and Software (CISCO)

SKILLS

- Management Skills
- Creativity
- Autocad
- Critical Thinking
- Leadership
- Tally ERP

LANGUAGES

- English
- Hindi

CONTACT

+91-9910029034

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New Delhi - 110063

PROFILE INFO

I am a committed professional and strive to transmute every opportunity, as a means to enhance my skills to contribute to the business diaspora. To give sincere and devoted efforts towards any work assigned to me and to fulfill every requirement of my company where innovation, education and sense of ownership are valued and encouraged.

EXPERIENCE

- I've worked with my Father in his company and managed the labour and clients for him.

Company Name - VOLTECH ENGINEERS
GLOBAL(INDIA) PRIVATE LIMITED

Key factors managed and directed by myself -
Designing of the projects in Autocad.
Managing Accounts in Tally with the account team.
Managing clients and vendors for the same.
Preparing Bill of Quantities and Final Site
Submissions Invoices.

Worked for almost 6-7 Years.