



ANKIT DIWAKAR

PROFILE

I can be hired for any role because of my relevant skills, experience and passion for the industry. I learn fast and can handle it any situation. My positive attitude, work ethic and long-term goals are in line with the job requirements, making me a committed and valuable asset to companies.

CONTACT

PHONE:
+91 8218576792

EMAIL:
Ankitdiwakar7533@gmail.com

Address:
Agra, Uttar Pradesh

HOBBIES

- Cooking
- Music Listening

SKILLS

- Quick Learner
- Good Communication
- MS Office
- Data Entry
- Finance - Backend
- Back Office

EDUCATION

- **BACHELOR OF ARTS**
Agra College, Agra – 2019 to 2022
- **BACHELOR OF EDUCATION**
Mata Jhandewalan Education – 2022 to 2024

DIPLOMA

- **COMPUTER DIPLOMA (ADOAP)**
(Advance diploma operating accounting & Publication)

WORK EXPERIENCE

- **EDUCATION COUNSELOR (INT./PTW)**
Feb. to Jun. 2024 (5 months)
BYJU'S The Learning App
- **DISBURSEMENT OFFICER**
Oct, 2023 to May, 2024 (8 months)
Adhikosh Financial Advisory Pvt. Ltd.
- **OFFICE MANAGEMENT & COMPUTER OPERATOR**
Aug, 2022 to Sep, 2023 (1 yr. 1 months)
Kay Aar System
- **CUSTOMER SERVICE ASSOCIATE**
Mar, 2020 to Jul, 2021 (1 yr. 6 months)
Teleperformance Pvt. Ltd.

LANGUAGE

- Hindi
- English

Ankit Diwakar