**CURRICULUM VITAE**

**Bharat**

E mail: [bharat-393334@2freemail.com](mailto:bharat-393334@2freemail.com)

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**CAREER OBJECTIVE**

Looking forward to an exciting and challenging career with an organization that has a congenial working environment and provides excellent opportunities for mutual growth and continuously updates my skills.

**WORK EXPERIENCE**

**Sales**

Al Ain - UAE  Jan 2017 to July 2019.

Responsibilities

* Welcomes customers by greeting them; offering them assistance.
* Advises customers by providing information on products.
* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
* Inventoriedstockandrequisitionednewstockfromsuppliers.

**Back Office Executive**

Delhi - India  March 2015 to December 2015.

Responsibilities

* Generating Data on Daily Basis,
* Mail Process as per Ground, Coordinate with Local Cable Operators,
* Distributors & Joint Ventures, Send B-mail & OSD to all India subscribers.

**Data Entry Operator**

Faridabad - India - August 2013 to February 2015

Responsibilities

* Making entries for in/out spare parts.
* Daily reports for required/remaining spare parts in MS Excel by using formulae like Vlookup, Pivot Table etc.

**Computer Operator (Back Office Process)**

Faridabad - India - October 2011 to July 2013

Responsibilities

* Maintaining students data in MS Excel.
* Coordinate with various universities.

**EDUCATIONAL QUALIFICATIONS**

Bachelor of Arts from Manav Bharti University (India)

12th from C.B.S.E Board (India).

10th from C.B.S.E Board (India).

**COMPUTER SKILLS**

* **Basic in Computer** from Sahni Commercial College, New Delhi, India.
* Typing Speed **40 wpm.**

**PERSONAL INFORMATION**

Date of Birth : 20th Feb 1990

Marital Status : Married

Language Known : Hindi, English, Nepali

Strength : Polite, Straight forward and Self Confident

**(Bharat)**

Date:

Place: