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| **C:\Documents and Settings\Happy-10\My Documents\Downloads\IMG_2267.jpgAyush** Ayush-396597@2freemail.com  |
| **Visa Status : Dubai Visit Visa Valid** **Till 18thApril 2020** |
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| **Objective** |
| Toassociatewithanorganizationwheremyabilitiesandpotentialscanbedevelopedandutilizefor mutualbenefitalongwithoutstandingprospectsforadvancement.Iwanttobuildmycareerwitha pactblendoftechnicalandnon-technicalskillsofprofession. |
| **Work Experience** |
| 1. Firm : Accounting Firm (Tax Consultant)

From 1stJuly 2018 to 31st May 2019* Meeting & Communicating with New & Regular clients to maintain Relationship & in order to get frequent Business fromThem.
* Meeting & Communication with Corporate & individual People to get Better deals for business.
* Understanding client’s requirement through sending them questionnaires or via telephone communication or e-mailcommunication.
* Searching & finding suitable corporate or individual as per the clientsrequirement.
* Constructing & Preparing a quotation forclient.
* Discussing & reframing quotation as per client’s changing requirement orbudget.
* Finalizing the Event & signing contract with otherparties.

2. Firm: Bamb Taori & Co., Raipur (C.G.)**Designation- Assistant Manager**From 20thMarch 2017 to 30thMay 2018.* Ensuring that all till Operations, Cash handling procedures and transaction carried out accurately.
* Supporting the Team and Manager to increase revenue & ProfitTargets.
* Delivered excellent Customer service by greeting and assisting eachcustomer.
* Listened Carefully to established and first time Customer desire & needs and proposed solutions that match customerpreference.
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| **Skills** |  |
| * MS Office (EXCEL, WORD,POWERPOINT)
* FluentinEnglishandverygoodincustomerservice
* Accounting Data
* Surfingoninternetforshowingresultwiththehelpofsearchengines
* Overall Knowledge of Tally ERP 9
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| **Education Qualification** |  |
| * Company Secretary ( Intermediate)
* L.L.B
* B.Com
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| **Personal Details** |  |
| **Date of Birth :**18thOctober1994**Nationality :**Indian**Gender :**Male**MarritalStatus :**Unmarried**Hobbies :** Surfing Internet, ListeningMusic **LanguageSkills** **Language Spoken Written**English skilled skilledHindi skilled skilled |  |
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