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| **C:\Documents and Settings\Happy-10\My Documents\Downloads\IMG_2267.jpgAyush**  [Ayush-396597@2freemail.com](mailto: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 |  |
| **Education Qualification** |  |
| * Company Secretary ( Intermediate) * L.L.B * B.Com |  |
| **Personal Details** |  |
| **Date of Birth :**18thOctober1994  **Nationality :**Indian  **Gender :**Male  **MarritalStatus :**Unmarried  **Hobbies :** Surfing Internet, ListeningMusic  **LanguageSkills**  **Language Spoken Written**  English skilled skilled  Hindi skilled skilled |  |
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