

# **RESUME**

**RAJAT ANAND**

**B-9-1082,  
Vishnu Nagar,  
Jagadhari Workshop,  
Yamuna Nagar,  
Haryana-135002.**

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## **CAREER OBJECTIVE**

- ❖ To work in an organization where I able to contribute to the organization's growth and enhance the reputation with my skills and in turn will get an opportunity to gain exposure and expertise will help me to build up a strong and successful career.

## **EDUCATIONAL QUALIFICATION**

- ❖ Matric from Board of School Education Haryana, Bhiwani with 72% marks.
- ❖ 12th from Board of School Education Haryana, Bhiwani with 60% marks.

## **TECHNICAL QUALIFICATION**

- ❖ I.T.I Motor Mechanic trade from Govt ITI, Yamunanagar.

## **COMPUTER SKILLS**

- ❖ Basic Computer Knowledge with Typing Speed of 25wpm.
- ❖ Knowledge of Tally
- ❖ Knowledge of Advanced Excel.
- ❖ Knowledge of SAP.

## **WORK EXPERIENCE**

- ❖ Worked as Sales Executive in Bajaj Finance (Yamunanagar) for 3 years.
- ❖ Worked as Service Advisor in Harsh TVS (Yamunanagar) for 2 years.
- ❖ Worked as Service Advisor in KBS Mahindra (Yamunanagar) for 2 years.

- ❖ Worked as Store Supervisor in ISGEC Heavy Engineering Ltd (Yamunanagar) for 1 year.
- ❖ Worked as Supervisor in Galaxy Car Care Studio (Dehradun) for 6 months.

### **STRENGTH**

- ❖ Hard working
- ❖ Positive Attitude

### **HOBBIES**

- ❖ Listening Music
- ❖ Watching Movies
- ❖ Playing Cricket

### **PERSONAL INFORMATION**

Father's Name	:	Satish Kumar
Date of Birth	:	20 <sup>th</sup> Nov. 1995
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Languages Known	:	Hindi, English,Punjabi

### **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date.....

Place.....

**(RAJAT ANAND)**

