



# AMAN KUMAR

## BUSINESS DEVELOPMENT ASSISTANT

### CONTACT

8077650340

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Gandhi Nagar , Etawah ,  
Uttar Pradesh -206001

### EDUCATION

2019 - 2021

KANPUR UNIVERSITY

- Bachelors Of Education
- 80%

2009 - 2012

AGRA UNIVERSITY

- Bachelor of Commerce
- 60%

### SKILLS

- Communication
- Coordination , Follow-up
- Reporting
- Documentation
- Relationship
- Planning
- Teamwork
- Support

### LANGUAGES

- English (Proficient) ● ● ● ●
- Hindi (Fluent) ● ● ● ●

### PROFILE

"Motivated and detail-oriented Business Development Assistant with strong skills in client coordination, lead generation, and supporting sales teams. Experienced in assisting managers with business growth activities, preparing reports, and maintaining customer relationships. Quick learner with good communication skills and ability to work in a fast-paced environment."

### WORK EXPERIENCE

#### TVS MOTOR COMPANY

2024 - PRESENT

Business Development Assistant (Dealer Network)

- Assist Manager in dealer development and network expansion activities.
- Support in onboarding new dealers and maintaining dealer records.
- Coordinate with dealers for daily updates, queries, and support.
- Help in preparing sales and performance reports.
- Follow up with dealers for targets, payments, and documentation.
- Maintain good relationship with existing dealers for smooth operations.
- Assist in organizing dealer meetings, training, and events.

#### BYJU'S

2022 - 2023

BUSINESS DEVELOPMENT EXECUTIVE

- Strategized With Team To Create Business Plan, Marketing And Sale For Company Edu-Tec Product.
- Interact With Customer And Their Child As A Education Counsellor Through Virtual Meeting, And Gave A Guidance To Them For Education.

#### ACT FIBERNET

2014 - 2015

NETWORK ENGINEER AND NETWORK AUDIT ENGINEER

- With over a year of experience as a Network Engineer, I specialize in the Network Department at Act Fibre Net, focusing on establishing and maintaining optimal network performance.
- I create internet configurations and connections, as well as troubleshoot any network issues that arise.
- My expertise includes configuring and installing a variety of network devices.

## ADDITIONAL SKILLS

- Creatively and innovatively solve problems
- Willingness to learn and a good team player
- Ability to learn new technologies and concepts
- MS Office (Word, Excel, PowerPoint)
- Email Writing
- Internet Browsing
- Typing
- Teamwork
- Time Management
- Problem Solving
- Customer Handling
- Adaptability
- Quick Learner

## TECHNICAL COURSE

2015 -2016

### COURSE OF COMPUTER CONCEPT (CCC)

- One year course of computer

## EDUCATION

**BACHELORS OF EDUCATION (B.Ed)** 2019 - 2021  
KANPUR UNIVERSITY

### KARM KSHETRA MAHAVIDHYALAYA , ETAWAH

- Bachelor of Education (B.Ed.) degree presents numerous rewarding career opportunities within the field of education, encompassing roles in teaching, curriculum development, and educational leadership.

**Certification of Computer Hardware and networking** 2014 - 2015  
JETKING CERTIFIED HARD. & NET. CERTIFICATION

### JETIKING , HYDERABAD

- This course focuses on the study of computer hardware and networking engineering.

**BACHELORS OF COMMERCE (B.COM)** 2009 - 2012  
AGRA UNIVERSITY

### F.S.COLLEGE OF EDUCATION , SHIKOHABAD , FIROZABAD

- A comprehensive understanding of business, Accounting , finance, and economics.

**INTERMEDIATE - 12TH** 2009  
UP BOARD

### PALIWAL INTER COLLEGE , SHIKOHABAD , FIROZABAD

- Learned basics of Accountancy, Business Studies, Economics, and Mathematics.

**TENTH - 10TH** 2007  
UP BOARD

### PRTSVM , SHIKOHABAD , FIROZABAD

- Learned fundamentals of Mathematics, Science, Social Studies, and Languages.

## PERSONAL DETAIL

FATHER	RAJNESH TRIPATHI
MOTHER	SUREKHA
D.O.B.	15 OCT 1993
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN
RELIGION	HINDU
HOBBIES	TO EXPLORE NEW PALCES LEARN NEW THINGS LISTENING MUSIC