



# RITESH SINGH

## CAREER OBJECTIVE

To build my career in a progressive organization which will provide me exciting opportunities to utilize my skills. My key strength is my interactivity and ability to produce stipulated time and inquisitiveness to learn new things.

I am seeking opportunity as a System Admin/ Operations Management/Back Office Operations/Data Analyst/Office Executive /KYC Analyst/MIS Executive/ Marketing & Sales

## CONTACT

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9569640525

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[LinkedIn](#)

## HOBBIES

Attending social or business events.  
Travelling

## EDUCATION

### Navals National Academy

2019

10<sup>th</sup> standard from CBSE board having marks 81%

### Navals National Academy

2019-2021

12<sup>th</sup> standard from CBSE board having marks 82%

### University of Lucknow

2021 - 2024

BBA with expertise of International Business.

## SKILLS

### Computer Skills: -

- Microsoft office (Excel, Word, PowerPoint)
- Photography & Video Editing
- Knowledge of Accounting

### Soft Skills: -

- Marketing
- Communication
- Teamwork
- Customer Interaction
- Critical Thinking

## CERTIFICATE

- Having certificate of **Accounting Fundamentals** from TCS
- Having certificate of **Online Dispute Resolution(ODR) Mechanism** from NISM
- Cleared the **Mutual Fund Distributor Certification Examination** from NISM
- Cleared the **Research Analyst Certification Examination** from NISM
- Having certificate of **Digital Marketing** B2B of 53hr on Udemy
- Having certificate of Professional Diploma in **Business Project Management** of 1hr on Udemy