

NAME- AMAN KUMAR SOLANKI

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EDUCATION & SCHOLASTIC ACHIEVEMENTS

MBA	IILM University, Gurugram	6.4 CGPA	2023-25
B.Com. (Hons)	Apex University, Jaipur	72%	2023
Class XII, CBSE	Cambridge School Rewari	70%	2020
Class X, CBSE	Cambridge School Rewari	55%	2018

WORK EXPERIENCE

TALLY GURUJI, JAIPUR

Tally Prime Tutor

8 Aug – 5 Oct 2022

Role	<ul style="list-style-type: none"> I worked as an entry-level tally prime teacher here at tally guruji. I trained twelve students the fundamentals of accounting, which is necessary for them to understand tally prime software and become entry-level operators. One of my tasks was to impart knowledge starting from beginning. The tally software user manual on how to keep track of business transaction entries and records.
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VKALP OUTSOURCING PVT LTD

Customer Support Executive

16 Aug – 18 Oct 2022

JAIPUR

Role	<ul style="list-style-type: none"> I was employed as a customer support representative for myself. During the process, pizza hut's roles and responsibilities included answering questions from consumers, taking orders, and assisting with any problems they might have. To offer a wholesome resolution to clients regarding their concerns on the same call. One of my goals was to answer consumer calls and turn inquiries into orders.
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INTERNSHIPS

VERVENEST TECHNOLOGIES PVT LTD

Content Writer Intern

03 May – 26 June 2024

GURUGRAM, HARYANA

Role	<ul style="list-style-type: none"> During my internship I worked on the modules based on digital India (E-learning projects) Where my role was to make content on the assigned learning modules Which were basically developed for the employees and collage going students. I was the team leader over 3 interns where i was responsible to complete my modules based on (workplace communication) and also monitor my team members about their modules submission.
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MOTI INSECTICIDES PVT. LTD,

Accounts Executive Intern

15 May – 15 July 2024

KARNAL, HARYANA

Role	<ul style="list-style-type: none"> During my internship which is work from home i worked on handling and managing accounts of the company. Managing and recording day to day transactions. Maintaining accounts and submitting reports to the management team about sale and purchase of the products to their respect customers and dealers.
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LIVE PROJECTS

Awards	<ul style="list-style-type: none"> Mahindra And Mahindra Sez Project (1st position) as a team project during final year of graduation. 	2022
Certifications	<ul style="list-style-type: none"> Tally prime 2.0 Advanced excel Financial modelling and valuations 	<p>2022</p> <p>2023</p>

POSITIONS OF RESPONSIBILITY

UG	Event host and coordinator	<ul style="list-style-type: none"> Hosted a event at inter-collage level. Managed all the scheduled tasks and team which was assigned to me as volunteers of my own college. Inter-collage level competition event about show casing their talent in 5 minutes in front of judges. 	2022
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HOBBIES

	<ul style="list-style-type: none"> Exploring new places- travelling Building new networks and connections Spending time on my skills improvement 	
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