

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.		
VKALP OUTSOURCING PVT LTD JAIPUR		Customer Support Executive	16 Aug – 18 Oct 2022
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.		
INTERNSHIPS			
VERVENEST TECHNOLOGIES PVT LTD GURUGRAM, HARYANA		Content Writer Intern	03 May – 26 June 2024
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 modulesWhich 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.		
MOTI INSECTICIDES PVT. LTD, KARNAL, HARYANA		Accounts Excecutive Intern	15 May – 15 July 2024
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.		
LIVE PROJECTS			
Awards	Mahindra And Mahindra Sez Project (1 st position) as a team project during final year of graduation.		2022
Certifications	<ul style="list-style-type: none">Tally prime 2.0Advanced excelFinancial modelling and valuations		2022 2023
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
HOBBIES			
	<ul style="list-style-type: none">Exploring new places- travellingBuilding new networks and connectionsSpending time on my skills improvement		