

UDIT ARORA

BASIC INFORMATION

uditarora99@gmail.com, 8700787561

PROFILE

To attain position that would jumpstart my career and where I can maximize my management skills, apply my business skills, and grow as a working professional in the Industry.

Also, Prepared for SSC CGL exam.

WORK EXPERIENCE

Analyst.

Wipro Ltd

- To Check any improper recorded data in various fields as per the clients SOP.
- To answer customers query as per clients requirements and also to provide appropriate answer as per the SOP.
- To Maintain Excel of corrected Data.
- To report mistakes in records of companies systematically maintained data to the client.
- Worked for approx 2 years and 1 month.
- worked in Wipro's bloomberg process.

Freelance event manager Feb 2016 – Dec 2019 Multiple events

- Worked for various high profile Event Management companies.
- Part of some high profile promotions like Auto expo 2018 , launch of Samsung galaxy note etc.
- Associated with top 10 event management companies in Delhi NCR.
- Also worked with brands and helped them in procuring talents.

EDUCATION

B.comm

school of open learning

- Done B.comm from Delhi University , School of open Learning

M,A, English 2019 – 2021 Subharti University Meerut

- Done M.A. from Subharti university.
- Was one of the top scorers in the university.
- attained a score of 65% through out the course.

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Part

of some high profile promotions like Auto expo 2018 , launch of Samsung galaxy note etc.

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Awarded

for being the best performer by 'Crew

for events' one of the most elite event management companies in Delhi NCR.

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Associated with top 10 event management companies in Delhi NCR.

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Pursuing MA English from subharti university Meerut through there

distance learning programme , secured 61% marks

in the first year.

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Performed

various tasks skillfully without any discrepancies.

SKILL SETS

1) Easily

able to meet project deadlines and deliver appropriate results.

2) Flexible

in adopting a particular situation and ready to perform according to it.

3) Excellent

grasp of English language.

4) Having

a good typing speed of 40 Words per minute with accuracy of more then 97% , Well versed in using excel and other Office related applications.

PERSONAL DETAILS

Nationality:

INDIAN

Permanent Address: Flat no E- 402,Ansals

Elegance apartments, Avantika chiranjiv vihar Ghaziabad (U.P.)