

# 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.

This resume is made with CVwizard.com.

## ACCOMPLISHMENTS

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

Ø  
Awarded  
for being the best performer by 'Crew  
for events' one of the most elite event management companies in Delhi NCR.

Ø  
Associated with top 10 event management companies in Delhi NCR.

Ø  
Pursuing MA English from subharti university Meerut through there  
distance learning programme , secured 61% marks  
in the first year.

Ø  
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.)