

## CONTACT



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## EDUCATION

2021-2023

### MBA

Shri Vishwakarma Skill university, Gurugram

2018-2021

### B.B.A

J.C Bose University of science and Technology,  
YMCA, Faridabad

2018

### INTERMEDIATE

CBSE (Central board of secondary education),  
Delhi.

2016

### MATRICULATION

CBSE (Central board of secondary education),  
Delhi.

## PRO.SKILLS

- MS- Office
- Strong communication
- Leadership
- Problem solving
- Active listening
- Interpersonal skills

# Ankit Singh

## OBJECTIVE

Eager to secure a challenging position that capitalizes my proven skills to drive innovation and achieve measurable results. Striving to contribute problem solving abilities, collaborative teamwork and passion for continuous learning to foster success within a forward thinking organization.

## EXPERIENCE

Concentrix india pvt ltd, Gurgaon

**1 year**

Operation Representative

Google chat process

- Assisted Digital content platform like YouTube and creators in processing accounts and quality assurance of content as per the guidelines

**Andritz Hydro power Pvt, Ltd**

January 2023 – June 2023

Intern (INTERNSHIP)

- Assisted in various projects and tasks assigned along with preparing dashboards and excel charts.
- Supported budgeting and market research activities.
- Managed financial records and contributed to team meetings.

## PERSONAL DETAILS

- Date of Birth : 22-08-2000
- Marital status : Unmarried
- Interests: Travel, Reading Indian Mythologies, Cricket