

Ankit Singh

CONTACT

Address
Noida sec 52 C142

Phone
91-9991333941

Linkedin

 <https://www.linkedin.com/in/ankit-singh-735653240>

 Email-id
singhankit61691@gmail.com

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

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