

CURRICULUM VITAE

Ankit Tyagi

H.NO-316/3,Amipur Nagola,Pilkhua Dehat

Distt. -Hapur(U.P.)

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CAREER OBJECTIVE:

To pursue a job that offers rewarding challenges and unlimited opportunities for growth and that makes a lasting contribution to my firm and its clients through my skills, experience and hard work.

ACADEMIC QUALIFICATION:

Examination	Discipline/ Specialization	School/College	Board/University	Year of Passing
B.CA	Computer Application	IMS. College, Ghaziabad.	C.C.S. University, Meerut.	2014
Inter 12 th	Commerce	L.N.P.S, Hapur.	CBSE BOARD.	2011
Higher 10th	ALL	S.B. M. Hapur	CBSE BOARD	2009

COMPUTER SKILLS:

- ✓ **Basic Ms-Word , Ms-Excel , Power-Point, Ms-Paint., Internet**
- ✓ **MIS**

Job Profile:

- ☛ **Complete data entry work, Invoicing and Purchase Billing of DMS (DATA MANAGEMENT SYSTEM).**
- ☛ **Report Bookings Order, Sales of New Cars, Parts on daily basis.**
- ☛ **Sales Persons month performance report at 1st day of the month.**
- ☛ **Sales Persons daily performance report from all fields.**
- ☛ **Monthly Branch target vs Achievement report at 1st of every month.**
- ☛ **Calculate incentive of Sales team & Showroom employees.**
- ☛ **Handling Daily Tracking Report of Sales Persons Team.**

EXPERIENCE:

ROHAN MOTORS Pvt. Ltd. Ghaziabad As a EDP/MIS Executive (ELECTRONIC DATA PROCESSOR) from (2020) to Present Working.

MOTORCRAFT SALES Pvt. Ltd. MARUTI SUZUKI As a EDP/MIS Executive. (ELECTRONIC DATA PROCESSOR) From (2017-2020).

STRENGTHS:

- **Quick Learner.**
- **Work leadership & hard working.**
- **Confidence.**
- **Positive Thinking.**

HOBBIES:

- **Listening Music, Reading Books, Net Surfing**

PERSONAL DETAILS:

Father's Name	: SH. Ved Prakash Tyagi
Date of Birth	: 10-01-1993
Marital Status	: Married
Languages Known	: Hindi, English,
Nationality	: Indian

DECLARATION:

I hereby declare that the information furnished above is authentic & complete to the best of my knowledge & belief.

Date:

(Ankit Tyagi)

Place: Hapur

Signature