

ANKIT KUMAR YADAV

+91 9693815100 ankitff155@gmail.com Ranchi,834001

PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- **Technical Skills**
 - MS Excel (Advanced)
 - MS Power Point (Advanced)
 - MS Word
 - SPSS (Basics)
- **Soft Skills**
 - Team Leadership
 - Analytical Thinker
 - Diligent
 - Quick Adaptability

CORE QUALIFICATIONS

- **Bachelor of Business Administration**
 - Marketing, Chandigarh University, Kharar, Punjab 2024
- **Intermediate**
 - Commerce, Sri Agrasen School, Ramgarh, Jharkhand 2021
- **Matriculation**
 - Sri Agrasen School, Ramgarh, Jharkhand 2019

ACCOMPLISHMENTS

- **Class Representative - Chandigarh University**
 - Served as class representative from 1st to 3rd year, acting as a liaison between classmates and faculty, coordinating events, and showcasing strong leadership, teamwork, communication, and problem-solving abilities.
- **Assistant Secretary (Cultural Society)**
 - Organized events in the college campus, directed core and working committee members.
 - Recruited and facilitated new members to the society.
- **Core Committee Member (Sports Committee)**
 - Assisted in organizing events.
 - Participated in the planning and managing fest.

INTERNSHIPS

- **Experience Engineer Intern – RoamHome**
 - December 2024 - January 2025
 - Delivered exceptional service and support to foster customer loyalty and satisfaction
 - Resolved customer issues promptly and effectively
 - Curated personalized itineraries to create memorable holiday experience