

MAYANK CHAUHAN

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skill, while making a significant contribution to the success of the company

EDUCATION

- Masters of Business Administration – pursuing, Amity Business School
- Bachelors of Business Administration (2019- 2022)
- Senior secondary from CBSE board in 2018
- Secondary from CBSE board in 2016

SKILLS

- Easily Adaptable
- Active Listening
- Good Communication
- Basic Knowledge of MS office (MS word, MS excel, MS power point)

Certifications

- Actively participated in ECONOX, E-360 the club of economics, a dynamic forum for discussing and analyzing economic trends and business strategies.

Experience

1. I worked with **VFS (Visa Facilitation services)** as an operation officer (January – 26 march 2023)
 - Managed the day-to-day operations of the visa application center, ensuring efficient and smooth processing of visa applications for multiple countries.
 - Strong leadership and team management skills.
2. Currently working with **JD polymers “House of quality Disposable”** as sales professional
 - Client Relationship Management
 - Distribution: Increase Coverage, Distribution and Penetration in different segments
 - Railway
 - Modern Trade
 - Aviation Industry

PERSONAL INFORMATION

- Father’s name- Sh. Bishan Kumar
- Mother’s name- Smt. Lalita
- Gender- Male
- Marital Status – Unmarried
- Date of birth- 07/09/2000
- Language- English. Hindi
- Nationality- Indian