

Amit Kumar Jayant
C136b Pandav Nagar Delhi 110092
+91 7289970639 | jayantamit44@gmail.com
Date of Birth: 16th June 1999 | **Nationality:** Indian



Profile

To bring a dynamic and versatile portfolio to the workplace and serve the organization with a positive attitude and efficient manner. I seek a career that allows for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for both professional and company growth.

Education

Master of Business Administration
GGSIPU Dwarka | 2022 – 2024

Master of Commerce
Lalit Narayan Mithila University | 2020 – 2022

Bachelor of Commerce
Lalit Narayan Mithila University | 2016 – 2019

Intermediate of Commerce
BSEB Patna | 2016

Senior Secondary School
BSEB Patna | 2014

Professional Experience
MRF Vapocure paints (sept.2024 to present)
Independent sales consultants

Intern
Sarvottam Group Real Estate, Noida
Client Retention and Sales

- Retained clients and secured new sales through effective communication and relationship management.

Technical Skills

- MS Office Skills
 - **Word:** Proficient in creating and formatting documents, using templates, and employing advanced features like mail merge and track changes.
 - **Excel:** Skilled in data analysis, pivot tables, VLOOKUP, conditional formatting, and creating complex financial models.
 - **PowerPoint:** Experienced in designing engaging presentations, incorporating multimedia elements, and using animation effects.
 - **Outlook:** Efficient in managing emails, scheduling meetings, and organizing tasks using the calendar and task list features.

Languages

- Hindi and English

Certificates

- MS Excel from Digi-Saksham
- Talent Acquisition and Talent Management
- Organizational Behaviour

Interests

- Playing Cricket
- Running

Projects

- **An Analysis on Investment in the Real Estate Sector**
Sarvottam Group
- **An Analysis on the Functioning of Max Healthcare Private Limited**

Declaration

I hereby declare that all the information provided above is true to the best of my knowledge.

Amit Kumar Jayant