

# JAY KUMAR

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NAJAFGARH, DELHI-110043

## OBJECTIVE

I am seeking an opportunity in a company where I can use my experience and education to help the company meet and surpass its goals.

## CAREER OBJECTIVE

1year of experience as a data entry operator. A dynamic and strategic leader known for developing and executing inventive and creative brand-building experiences. Successful in devising and applying new ideas and innovation to build a client's company competitive advantage.

## WORK EXPERIENCE

### ○ 2022 - 2023

#### Office Coordinator

GDF SKILLS

#### 1. Administrative Support:

- Managing emails.
- Scheduling appointments and meetings for team members.
- Assisting with document preparation and data entry.

#### 2. Communication:

- Coordinating internal and external communication.
- Distributing information to staff and departments.

#### 3. Reception:

- Greeting and assisting visitors.
- Directing visitors to the appropriate personnel.

#### 4. Record Keeping:

- Maintaining records, databases, and files.
- Managing employee records and other administrative data.

### ○ AUGUST(2023) - SEPTEMBER(2023)

#### SALES EXECUTIVE

SHRIRAM LIFE

INSURANCE

1. Product Knowledge: Maintain a deep understanding of the insurance products and services offered by Shriram Life Insurance. Stay updated on the latest industry trends and changes in insurance policies.

2. Sales Presentations: Effectively present and explain insurance products to potential clients. Highlight the benefits and features of various insurance plans to help clients make informed decisions.

3. Client Relationship Management: Build and maintain strong relationships with clients. Provide excellent customer service, address their questions and concerns, and offer ongoing support.

4. Sales Goals and Targets: Meet or exceed sales targets and quotas set by the company. Track your sales performance and take actions to achieve and exceed goals.

## EDUCATION

### ○ PURSUING BA(PROG.)

2022 - 2025

IGNOU University

### ○ DIPLOMA IN WEB DEVELOPMENT

2022 - 2023

GDF SKILLS

## MY SKILLS

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- COMPUTER SKILLS – CCC+, HTML, CSS
- FAST LEARNING & FLEXIBLE - Learn new skills fast, adapt myself into new situations within the workplace.
- PROBLEM SOLVING - Critical thinking and problem solving.
- MOTIVATED & DETERMINATED - Motivated to do new tasks and Determinated to complete it.
- COMMUNICATION - Active listener, giving/taking feedback, Straight talking with emotion control.
- TEAMWORK & LEADERSHIP - Involving & managing a team which is working together to achieve a shared goal.

## INTERESTS

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- Computer graphics, Animation
- Core programming
- Android development
- Web Development
- Artificial intelligence & Machine learning
- Computer & IT sector

## PERSONAL DETAILES

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- FATHER'S NAME – ARVIND KUMAR
- MOTHER'S NAME – SHIKHA
- DOB – 1ST AUGUST 2004
- NATIONALITY – INDIAN
- GENDER – MALE
- RELIGION – HINDU
- HOBBIES – CODING , LISTNING MUSIC , PLAY NEW PC GAMES OR WATCHING SERIES'

## DECLARATION

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