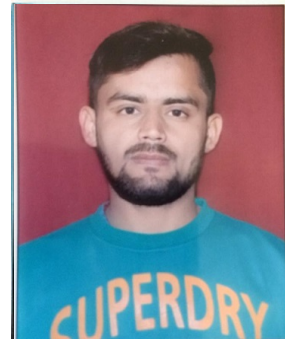


AMIT

Contact no- 08708473580

E-mail Add- amitsangwan997@gmail.com



Career Objective:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

Professional Qualification:

- B .sc (awaited) from, M.D.U. University Rohtak (Haryana)

Functional Areas:

- Marketing
- H. R
- Legal
- documentation

Academic Qualification:

- Bachelor of Science(B.sc.) from University College Rohtak, affiliated with M .D .University Rohtak
- Sr. Secondary(10+2) Haryana
- Matriculation(10th) from H.B.S.E. Bhiwani

Industry Experience:

- **1 Year worked as a Sale Manager , Documentation & Legal Work in ACTION MINDZ SERVICES , GURGAON.**
- Generating new business through marketing Activities.
- To Provide training to the Field marketing officer.
- Preparing month-end reports for Field marketing officer and helped identify and resolve any problems that occurred.
- Responsible for the Sales and Legal work

Job responsibility in ACTION MINDZ SERVICES Ltd :

- Responsible for handling branch responsibilities of Home Loan and Property loan & Business loan.
- Handling all branch level activities for business growth
- Responsible for profitability of the branch
- Handling a team include Cashier ,marketing, sales legal, ,documentation,, Telesales Team ,Etc

- Chase goals for Market share for NBFC : Loan against Property
- Planning & Implementing all the Trading, marketing activities , sales and customer related activities for the Branch
- Competition tracking and analysis of the team.
- Ensure that service delivery to customers is as per standards
- Regular audit of branch business inventory sales, legal , Cash and documentations

Computer Literacy;

- Basic operating and working knowledge of Internet
- Good knowledge of M.S. Office

Hobbies

- Interacting with people
- Reading books and surfing net.

Strength:

- Goal Oriented
- Cooperative and flexible.
- Good interpersonal & communication skills:
- Positive attitude.
- Fast learner, Enjoys team & Work.
- Like to compete in challenging environment.
- Problem Assessment and Solving skills
- Practical Learning skills
- Tolerance for Stress

Personal information:

- Father Name : Dharmvir
- Marital Status : Unmarried, Male

- Language known : English, Hindi
- Current Address : AMIT
: Basai , Sec-9 B, Gurgaon, Haryana
- Permanent Address : V.P.O. Chimni Distt Jhajjar (HR)

Date/ Place

AMIT