

Abhishek Goyal

H.NO - B94Siddharth lake city

Anand Nagar

Bhopal (M.P.)

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To work with a leading organization that offers a motivating work culture where I can utilize best of my potential, with strength to perform as team player and learn the new concepts along with gaining professional growth.

SUMMARY

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- Having 5 years of working experience in administrative, sales as well as in supervision.
 - Responsible for the overall supervision and training of the staff members to provide the necessary guidance.
 - Also involved in the recruitment process, reviewing and evaluating the performance of the bus stop operator and he also makes sure that discipline is being followed on the field.
 - BSC. (Bachelor of Science Affiliated to Barkatullah University (B.U) Bhopal.
 - Coordinates with the staff member and assists them in planning training and conflict resolutions.
 - A quick learner with the ability to work under pressure and meet deadlines.
 - Excellent team player, with good analytical, problem solving and Interpersonal Skills.
 - Extremely motivated and career-oriented professional capable to work in a professional environment with a positive attitude.
 - Participated in Snooker competition held under snooker joint club in Bhopal (M.P)

PROFESSIONAL EXPERIENCE

(March 2016 to Mar 19)

COMPANY: SSV TRADERS

- **Designation: Sales Executive**
- **Product: Betelnuts**
- **Roles & Responsibilities:**
 - **Responsible for assigned sales targets (monthly, quarterly and annually).**
 - **Proper execution of order and dispatch it on time.**
 - **Follow up for payment.**
 - **Develop new sample for client.**
 - **Maintaining good business relationships with existing clients.**

(November 2019 to Feb 22)

□ **COMPANY: INDIKAP TECHNOLOGIES PVT LTD, INDIA**
PROJECT: BHOPAL BUS RAPID TRANSIT SYSTEM, GOVERNMENT OF BHOPAL, MADHYA PRADESH, INDIA

CLIENT: HARMAN INTERNATIONAL INDIA PVT LTD

→ **Designation: Bus stops Coordinator**

→ **Roles & Responsibilities:**

- Responsible for keeping & maintaining the bus stop and equipment's.
- Conduct safety awareness sessions to promote a safe working environment in field.
- Keeps daily summary record regarding activities of the day
- Participate actively in data collection alongside the field team workers
- ATVM (Automatic Ticket Vending Machine) & downtime reporting to concern dept.
- To act as a resource to work in between the end resource and the management team.
- To report the regular facts and details to Coordinator on regular basis.
- Network monitoring in all ATVM Machines.

ACADEMIC CREDENTIALS

→ **Barkatullah University**

Saifia Science College, Bhopal, Madhya Pradesh

2013

(Completed Bachelor of Science with an aggregate of 72% as per the norms of Barkatullah University.)

→ **Madhya Pradesh Board of Secondary Education**
(Completed Higher Secondary Education)

2009

→ **Madhya Pradesh Board of Secondary Education**
(Completed Secondary Education)

RECENT TRAININGS & ACHIEVEMENTS

- Has been undergone training for Oracle, SQL by NIIT (National Institute of Technology)
Training Duration : 4 Month
Technologies learned : Oracle, SQL database
- Completed Office Automation & Internet in 2014 as per **MAHENDRA EDUCATIONAL PRIVATE LIMITED.**

TECHNICAL SKILLS

- Application Software: MS Office 2003,2007,2013,2016, Adobe Photoshop,
- Operating Systems: Windows XP/Vista/7/8/8.1/10
- Database: Basics of SQL

PERSONAL SNIPPETS

- Date of Birth : 16th Jan 1989.
- Language Known : English, Hindi,
- Hobbies : Listening music, Cooking, Travelling, Surfing Internet.
- Strength : Hardworking and Determined.
- Marital Status : Unmarried.
- Passport Availability : No
- Permanent Address : H.NO B94 Siddharth lake city Anand Nagar
- E-mail : Abhishekgoyal1690@gmail.com
- Mob : +91 7974551758

DECLARATION

I hereby declare that the above -mentioned details in this resume are true, complete and correct to the best of my knowledge and belief

ABHISHEK GOYAL.

