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# ADITYA VERMA

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205G/7G CHAKIYA GTB NAGAR PRAYAGRAJ UTTAR PRADESH - 211016

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## Objective

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

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## Experience

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- **BAJAJ FINANCE LIMITED** November'2023 - Present  
Sales Coordinator- Back Office
    - Data Entry: Recording and updating information into the database accurately and efficiently.
    - Reporting: Preparing & generating reports, presentations and presenting findings to management. Collaborate and assist the sales team.
    - Team Handling & Management: Assisting team members and contributing to team goals. Ability to work independently and in a team.
    - Processing Transactions: Handling and processing routine transactions such as invoices, receipts, and payments.
    - Customer Support: Answering customer inquiries, resolving problems, and providing information as needed.
    - Strong Communication skills: Superior verbal and written communication abilities.
    - Compliance: Ensuring all activities comply with company policies and regulations.
  - **SHRI KASHI VISHWANATH TEMPLE TRUST** March'2021 - October'2022  
Data Entry Operator
    - Inserting customer and account data by inputting text based and numerical information from source documents within time limits. Handling all sorts of customer/devotee services of the temple.
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## Education

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- **University of Allahabad** 2023  
BACHELOR OF ARTS
  - **St. Joseph's School** 2019  
HIGHER SECONDARY(CBSE)
  - **St. Joseph's School** 2017  
SECONDARY(CBSE)
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## Skills

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**MS EXCEL, MS WORD** **Basic Mathematical Proficiency** **Team Handling and Management**  
**Customer Support Services** **Adaptability to new processes** **Strong Communication Skills**

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## Languages

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- ENGLISH
- HINDI