



## ASHMIT TRIPATHI

Data analytics, typist and telecaller

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### Summary

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.

I am a flexible and experienced insurance administrator with excellent time management skills. I am a good communicator with proven interpersonal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new

### Experience

Agarwals infrastructure Pvt Ltd

Lucknow

Data Entry and telecaller

11/2020 - 05/2022

Agarwals infrastructure Pvt Ltd is a infrastructure company in Lucknow, uttar pradesh. They specialize in infrastructures, etc.

- Data analytics
- Typist
- Telecaller
- Computer knowledge
- Team management
- Leadership
- Which of your achievements match the job you're applying to?

Workshop Enterprise

Lucknow

Data analytics, typist and telecaller

08/2022 - 02/2024

Workshop enterprise is a sales and management company in Lucknow, uttar pradesh. They specialize in sales, cold calling, etc.

- Telecaller
- Data analytics
- Typist
- Leadership
- Team management
- Which of your achievements match the job you're applying to?



## Achievements

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💎 Re-organizing something to make it work better identifying and solving a problem Coming up with a new idea that improved things Developing or implementing new procedures or systems Working on special projects Receiving awards Being complimented by your supervisor or co-workers Increasing revenue or sales for the company Saving money for the company Saving time for the company Contributing to good customer service

Why are you proud of this achievement?

## PASSIONS

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🔥 Blogging, Music, Photography, Writing, Video game, Community involvement , Drawing, Dance, Reading, Cooking, Creative hobbies, Martial arts, volleyball, Chess, etc.

## Languages

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English and Hindi    Advanced

## Education

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Lucknow University  
Bachelor of commerce

Date period

## SKILLS

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Data analytics · Problem solving · Time management · Computer skills · Project management · Active listening · Leadership · Marketing · Teamwork