RESUME

**Anil Singh Negi Mobile: +91-9536065359**

**G Block H.NO 373** [**E-MAIL: anilnegi0135@gmail.com**](mailto:%20%20anilnegi0135@gmail.com) **Nehru Colony, Dharampur**

**Dehradun 248001**

## SNAPSHOT

* Enthusiastic, knowledge-hungry self-starter, eager to meet challenges and quickly assimilate newest & latest technologies, skills, concepts & ideas.
* Creative troubleshooter/problem-solver and results-driven achiever.
* Relationship-builder with exceptional interpersonal, communication and presentation Skills.

## Professional Experience:-

**DOON MILES DEVELOPER**

* Working as a Property Consultant from July 2020.

**MONEY TAP** (12 June 2019 to 19 May 2020)

* Worked with a finance company as an office executive.

## ICICI BANK LTD (10 Jan 2018 to 15 Nov 2018)

Back office coordinator

## Profile:-

* Worked with ICICI PRUDENTIAL for one year as Customer service relationship.
* Coordinate with home loan team for documents of customers and collect it.
* Filling forms and update customer data entry.
* Telling customer the benefits of product to avail the schemes going on.

**Reliance Retail Ltd**

Sales, BOH (22ndsept’2014- 8Jan2018)

## Profile:-

* + Handling the Entire Activity of Store Operations with Adherence to SOP.
  + Pursuing Store’s Day To Day work like Store Opening-store Closing, Sales, Cashiering and Stock replenishment.
  + Inward & Outward Stock (Inventory Work) Making Daily Sales Report, Week End Report, Stock Order Report.
  + Giving best output to company by taking out work from Sub-ordinates, motivating them time to time and giving knowledge about Merchandise and Customer service.

# Reliance Retail Ltd

Cashier (22ndMay’2015 to 15thNov’2015)

## Profile:-

* + Maintaining Reports related to cash.
  + Maintaining Customer Data for making Customer satisfaction & good Customer Relationship by calling on New Arrivals.
  + Keeping the section Neat & Clean of Front/Backup.

## Academic Qualification:

* + Graduate from Sridev suman University, Badshahithol, Tehri.

**Personal Details:-**

Father’sName : Late. Jabar Singh Negi Date of Birth **:** 14thApril1986

MaritalStatus : Married

Gender **:** Male

BloodGroup **:** A+ve

I here by declare that the information furnished above is true to the best of my knowledge.

## Date:

**Place: (ANIL NEGI)**