

Sunil Agnihotri

To be Positive

Mhow, Madhya Pradesh

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Work hard and do needful result.

Personal Details

Date of Birth: 1974-04-17

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Administrative Assistance, Business Operations, Customer Service, Insurance, Marketing, Sales

Work Experience

Computer Operator cum Office Assistant

Dr. B.R. Ambedkar University of Social Science - Mhow, Madhya Pradesh

September 2019 to August 2021

1. Data punching & letter drafting
2. Back office work

Computer Operator cum Office Assistant

Kundkund Gyanpeeth - Indore, Madhya Pradesh

January 2017 to July 2019

1. Drafting work/data punching
2. Office and Library record maintenance

Computer Operator cum Back Office Assistant

Swastik International - Indore, Madhya Pradesh

September 2015 to December 2017

1. Drafting
2. Sales and Marketing.
3. Back Office Work

Computer Operator cum Office Assistant

Life Insurance Corporation of India - Mhow, Madhya Pradesh

April 2009 to August 2015

Data punching and back office work
(As a Outsource staff)

Sales Manager

Bajaj Allianz Life Insurance - Indore, Madhya Pradesh
August 2007 to March 2009

1. Team Development
2. Marketing and Sales

Back Office Executive

Sahara India Para Banking Division - Indore New Palasia, Madhya Pradesh
February 1997 to August 2007

1. As a Cashier
2. Letter Drafting
3. Branch visit for audit

Education

Bachelor's in Mathematics

Dr. Harisingh Gour Vishwavidyalaya - Sagar, Madhya Pradesh
June 1992 to July 1995

Skills / IT Skills

- Better Experience in Hindi and English Typing
- Microsoft Office (8 years)