

ABHISHEK CHOUDHARY

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SUMMARY

A highly motivated BBA graduate with 3 years of experience in back-office operations. Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

WORK EXPERIENCE

Back-Office Executive, Swadarshan Enterprises Jan 2020 - Present
(Cadbury Mondelez International Distributor, Jamshedpur)

- Managed daily administrative tasks, including data entry, record-keeping, and correspondence, to ensure the smooth operation of the back-office for Swadarshan enterprises.
 - Coordinated with the sales team to support customer orders, ensuring that orders were processed promptly and accurately for Cadbury products.
 - Utilized company software Winomkar for processing goods return, damage return, and other parameters in the back-office operations for Cadbury Mondelez International.
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INTERNSHIP

Digital home specialist Intern (Reliance Jio Infocomm Limited) Dec 2019 - Mar 2020

- Conducted surveys to understand customer preferences and requirements for smart home technologies and services.
 - Maintained accurate customer data in the database, prepared reports, and analyzed data to identify trends and patterns.
 - Collaborated with cross-functional teams, including sales, marketing, and operations, to deliver high-quality solutions to customers.
 - https://drive.google.com/file/d/18oUHGPo_0F-qol4zE5uPYPRp0Wwy_THK/view?usp=drivesdk
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EDUCATION

Bachelor of business administration Aug 2019 - Sep 2022

GIIT professional college (Affiliated to Kolhan University)

- Specialization in Marketing

Intermediate in Commerce Aug 2017 - Mar 2019

Jamshedpur workers college

Matriculation Mar 2017

Golmuri Utkal Samaj High School

ADDITIONAL INFORMATION

- **Soft Skills:** Communication, Leadership, Problem solving, Goal oriented, Decision Making, Multi-Tasking
- **Computer Skills:** Ms-Office, Tally Erp9
- **Languages:** English, Hindi
- **Certifications:** Diploma In Computer Application