

KESHAV KAPOOR

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OBJECTIVE

Seeking a role in domain of business, where strong knowledge in accounting, finance, marketing and management can be utilised.

SKILLSET

I am a highly motivated, hardworking and a determined person. My skill set includes:

- Microsoft Excel, Microsoft Word and Microsoft PowerPoint
- Proactive Team Player with can do attitude
- Effective and Efficient under pressure
- Leadership Qualities

WORK EXPERIENCE

2015-2018 YAMUNA TRAVELS

TICKETING AGENT

- To book tickets.
- Online packages according to customer requirements.
- Provide friendly service to all customers.

2018-2019 KAPOOR ASSOCIATES

ADMIN SUPPORT

- Provide friendly service to all customers.
- Record keeping.
- Easy Team management.

2019(April-Sept) POLICYBAZAAR.COM

FUND ADVISOR

- Educating the investor(s).
- Analysing the best investment option for the customer.
- Helping investors diversify their portfolio.

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

- **Diploma in French** - Alliance Francaise de delhi,(current).
- **Certificate course The Fundamentals Of Digital Marketing** - Google,(2018).
- **Graduation in Bachelor of Commerce** - Delhi University,(2018).
- **Diploma in Aviation Hospitality Travel Management** - Frankfinn Institute of Air Hostess Training,(2016).

- **High School Education (Commerce and Business Accounting)** - Guru Harkrishan Public School,(2015).

INTEREST

Fitness and Music