

Aarav Kohli

+91-98881-91191 | aaravkohli89@gmail.com

V.P.O Rurka Kalan, Tehsil Phillaur, Rurka Kalan, Jalandhar, Punjab - 144031

Career Objective

To contribute to a growth-oriented organization by utilizing my skills in business coordination, process support, and client management, and to continuously learn and grow in a professional environment.

Educational Qualifications

- LL.M, Chandigarh University, Mohali - 2020
- LL.B, Maharaja Ganga Singh University, Bikaner - 2019
- MBA (Finance), Lovely Professional University, Phagwara - 2015
- BBA, Punjab University, Patiala - 2012
- 12th - PSEB - 2008
- 10th - PSEB - 2004

Professional Experience

Sales & Operations Coordinator - Aarav Enterprises, Chandigarh (Jan 2024 - Mar 2025)

- Handled client communication, sales tracking, invoice generation, and follow-ups
- Managed inventory and order flow using Excel and internal tools
- Prepared quotations and coordinated with vendors/logistics for timely dispatch
- Maintained customer data records and monitored workflow efficiency

Junior Associate (Coordination & Legal Support) - Punjab & Haryana High Court (May 2022 - Dec 2023)

- Managed document accuracy, client interactions, and case processing
- Followed up with multiple departments and ensured adherence to deadlines
- Prepared structured reports, statements, and legal documentation

Operations Intern - Karvy Stock Broking Ltd., Bathinda (Jan 2012 - Apr 2012)

- Assisted in document verification, customer onboarding, and reporting

Place: Rurka Kalan

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Key Skills

- Sales Process Coordination & Client Follow-ups
- Order Handling, Invoicing & Reporting
- MS Office (Excel, Word, PowerPoint) & Email Correspondence
- Business Communication & Customer Support
- Familiar with CRM & ERP Workflows (Order entry, billing, dispatch tracking)
- Team Coordination & Process Monitoring

Languages Known

- English
- Hindi
- Punjabi

Place: Rurka Kalan

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