

CURRICULUM VITAE

ASHISH JOHRI

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Ashish Johri C/o of Mrs.Chitra
Johri Flat No-F 9 Sukhwani Garden
Co-operative Housing Society Ltd
Near Vineyard Church Dapodi,Pune
Maharashtra - 411012

OBJECTIVE:

A challenging career in a professional organization where I can exhibit my skills in conjugation with the organization's goals & objective.

ACADEMIC QUALIFICATIONS:

2015	B.Com (H) Institute: SATHYE COLLAGE University: INDIRA GANDHI OPEN UNIVERSITY	60%
2011	Senior Secondary Examination - Class XII School: Kendriya Vidyalaya Bhopal, Madhya Pradesh Board: Central Board of Secondary Education.	58.8%
2009	Higher Secondary Examination - Class X School: Army public School ,New Delhi Board: Central Board of Secondary Education.	74.2%

Professional Qualification

2012	CERTIFICATE Of DIPLOMA IN WEBDESIGNING AND PHOTOSHOP SOFTWARES Institution: Keerti Computer Institute
2011	CERTIFICATE IN COMPUTER ACCOUNTING(TALLY) Institution: Success Institute Of Information Technology
2009	CERTIFICATE IN COMPUTER FUNDAMENTALS (Ms-Office,Internet,Typing) Institution: Master Mind Computer Institute

SKILLS

- Good Communication & Administrative Skills.
- Quick Learner and Punctual.
- Able to coordinate with different Departments & People.
- Excellent Leadership skills and have good command over English.
- Ms-office (word, excel, and outlook).

AWARDS:

- ✦ Stood 2nd position in Rangoli & 1st in Drawing Competition at school level.
- ✦ Took active part in volleyball, Basket-Ball, Football, plays, dramas and Singing/dancing projects during school.
- ✦ Stood 1st position in Inter School Seniors Table Tennis Championship.
- ✦ Take Part in National Cyber Olympiad and Stood 4th at school level and City Rank is 1203.
- ✦ Achieve 7th Rank in Maths Olympiad at school level and City Rank is 116.

WORKING EXPERIENCE:



B.U COORDINATOR

July 2012 to Feb 2015

- Talking to clients of big companies like Larsen & Toubro, Parinee Developers, Sahara, Lodha etc., and selling of different types of products by doing telephonic conversation and explaining the benefits of particular products and solving the problems related for which client is facing e.g. Cubic meter issue, Excess concrete supplied on site & Quality issue etc.
- Maintaining the records in books of excel for collecting the amt of concrete which is supplied to clients site of work after selling the product. Keep a Systematic Check on Bills, Challans and Invoices are sending properly to client or not either there are some misinterpretation or errors are made by plant.
- Taking a daily review by plant people why payments are not going to done by clients what is reason behind delaying of payments for sure attending the Meeting of Collections that why collections is it low or not happening giving feedback to National Credit Controller.
- Informing the legal department regarding sending reminding letters and balance conformation letters to clients who are not paying the amt for invoice, bill or challen is raised such that taking a strict action towards it.
- Informing the Code Blocker regarding blocking of code/not blocking of code for supplying of concrete to site of clients.



Mercedes-Benz

Risk Officer Insurance Sales

March 2015 to June 2016

- Working on this profile my work is to coordinate with the clients with telephonic conversation and face and face to meet explaining them various insurance quotations.
- Try to solve their queries give them best quote of Insurance as per company norms this all process I have to follow after selling of Mercedes to clients by Mercedes sales department.
- Selling various new offers offered by company and giving reminding letters to clients by mail about Insurance renewal of Mercedes.
- Wishing the client happy birthday by sending the greeting/flowers and gifts.
- Sending the field executives to collect insurance amount cheque from clients of Insurance Renewal. Giving Information to clients of other insurance like life Insurance, Property Insurance, Burgulery Insurance and Health Insurance etc... so that they could take that insurance also.



Councillor & Trainer

August 2016 to 22 Oct 2018

I am Working as Councillor in Aptech Institute Which I am Convincing the Students to take Admission in Institute by Tele phonic Conversation to take Various Courses of different Packages also Converting Coming Walkins into Admissions. Try to make Sales Target of Admissions Complete as much as I can.



Invigilator – Testing

Dec 5, 2018 – Till date

Conducting IELTS Exam who are wishing to study in Abroad either wishing to settle in abroad which I am working as Invigilator conducting three exams which is Listening, Reading & Writing and speaking exam too while conducting exam my work is giving full instructions to candidates about what to do or not to do while giving exam i.e precautionary measures. I have to keep eye on candidates while exam is going on as an Invigilator which comes in my work role. On other hand have to do all back-office work too related to scanning of official documents and making a record as a soft copy as well as hard copy too. Taking Photograph and Thumb Impression of candidates while proceeding to start or end of exam etc., other roles includes also take a one look on register weather they come on time or not or wearing ID card or not while they are inside the exam permises. I have cleared various Competitive Exams also like UPPSC Prelims and CDS, SSC CGL, etc... and also working as Online Faculty Teacher on Youtube and Unacademy my Links –

<https://unacademy.com/user/ashish.johri20>

<https://www.youtube.com/channel/UCg60cZhLXmrGhfwI5g8NHYQ>

so somehow I am working in Educational field as of now...

STRENGTHS

- Caring
- Hardworking
- Perseverance

PERSONAL DETAILS

Father's Name : Col Alok Johri(Retd.)
Date of Birth : 22th Oct 1993
Gender : Male
Nationality : Indian
Marital Status : Single
Languages Known : Hindi & English
Hobbies : Singing songs, playing volleyball & Reading

Date:

Place: Pune

Signature: