

## *CURRICULUM VITAE*

**AYUSH SAHU**

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### **OBJECTIVE**

To pursue a career in the civil services and simultaneously engage in professional work, I aspire to collaborate with an organization that facilitates civil services preparation. This would provide me with an immersive learning environment while allowing me to balance work responsibilities and academic endeavors effectively.

### **PAST EXPERIENCE**

Employer : **BAJARANG INTERNET SOLUTIONS,BETUL**

Job Title : Front Desk management

Period : Apr 2016 – Apr 2019

Responsibilities include:

- form filling such as scholarship, college admission etc.
- all type of online work
- work on govt portal – samgra , adhar,etc.
- work on mponline,csc

Employer **MANTHAN ACADEMY., INDORE**

Job Title : Receptionist

Period: Apr2019 – Sep2019

Responsibilities include:

- answering visitors' enquiries about coaching class.
- sorting and handing out mail, answering incoming calls
- managing facultie's lectures
- responsible for fees collection
- Arranged all kind of paperwork like weekly test paper,daily content etc.

### **EDUCATIONAL QUALIFICATIONS**

**Intermediate(PCM)** from GOVT H S SCHOOL KODAROTI 2016: Secured **69%**

**B.ARTS** from GOVT. J.H. COLLEGE , BETUL MP 2019 , Secured **51%**

**MBA (IT&BAF)** fromSAGE SCHOOL OF MANAGEMENT BHOPAL2023 , Secured 7.0CGPA

### **TRAINING**

**Dezire Research vijay nagar Indore:-**

Taken the experience as Business advisor. for **45** days

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### **SOFT SKILLS**

- Documentation
- Event planning and coordination
- Positive Attitude, Determined, Enthusiasm
- Good decision taking ability
- People Management, Time Management
- Believe in teamwork,

### **FUNCTIONAL EXPERTISE**

- Basics- MS word, Excel, Power Point
- Internet surfing

### **PERSONAL ATTRIBUTES**

Father's Name	Shri Rajesh sahu
Mother's Name	Smt. Mamta sahu
Date of Birth	22 Jan 1999
Gender	Male
Nationality	Indian
Languages Known	English, Hindi
Marital Status	Single
Address	Shri Rajesh sahu ,At Post mandai buzurg Dist the betul mp 460001

Current Address – C/o Suresh Malvi,103 Bhawani Regency, Near SIRT Ayodhya  
bypass Bhopal 462041

### **Declaration:**

**I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**

**AYUSH SAHU**