

# SANJEEV MALHOTRA



C43A, Sanjay Gram Black C, Rajiv Nagar, Gurugram  
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## CAREER OBJECTIVE

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To Work in a challenging atmosphere by exhibiting my skills with almost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

## EXPERIENCE

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- **Concentrix India Pvt Ltd** 2014 - Till Now  
Senior Advisor  
Works on Critix applications  
Regular check Emails  
Inventory Management  
Leadership  
Attend regular Team Huddle  
Working of IT Tool such as Zimbra, Workday, PSHR, Unet Emulator, Comet and Biometric.

## EDUCATION

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- **University of University**  
Bachelor of Science,  
2014
- **JKBOSE**  
Higher Secondary ,  
2011

## TECHNICAL SKILLS

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- Diploma in Computer Application. Certification of Participants in 101th The Indian Science Congress Association.

## ACHIEVEMENTS & AWARDS

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- NCC, NSS

## INDUSTRIAL EXPOSURE

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- My analytical skills help me to control and manage the inventory in good smooth shape. I am creative and tenacious. All the work ethic is come from my Organisation.

## INTERESTS

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- Playing Volleyball, Playing Chess

## ACTIVITIES

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- NCC, NSS, Participate in 101th Indian Science Congress

## PERSONAL STRENGTHS

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Flexible  
Leadership and team building  
Analysis and strategic planning  
Time management

## PERSONAL PROFILE

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- Date of Birth : 26/06/1992
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Punjabi
- Hobby : Gardening

## DECLARATION

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I do declare that all the information given above is true to the best of my knowledge and belief.

Date : 21 July 2018  
Place : Gurugram

**SANJEEV MALHOTRA**