

CURRICULUM VITAE

Abhishek Sindhu

Address:

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CAREER OBJECTIVE:

I am eager to secure a position within a company where I can apply my technical skills, dedication, and creativity to contribute effectively, whether in a **full-time** capacity or as an **intern**, in order to support the growth and success of the organization.

MY LAST JOB:

I worked From Home as Process Associate in TECH2GLOBE.(Netaji Subhash Place,Delhi)

Tech2Globe, NSP — Process Associates

26/07/2021 to 30/04/2022

My Previous Job Role:

- I served as a Content Writer.
- Managed client accounts in the USA.
- Handled daily task communication with clients via email.
- Prepared weekly sales reports for clients.
- Engaged with various E-commerce platforms including Amazon, Walmart, Meesho, Shopify, Ebay, Overstock, SellerCloud, and NewEgg.
- Conducted Product Listings.
- Took charge of training and managing new employees who joined the organization.

EXPERIENCE

- Worked as Process Associate in Tech2Globe from 26/07/2021 to 30/04/2022
- Worked as a MIS Executive in SEIPL.
- One year's experience in Data Entry.

EDUCATION

- 12th passed CBSE Board.
- Certificate in Communication and IT Skills (CCITSK)

SKILLS & ABILITIES:

- Knowledge of WordPress.
- Content Writing

- Adobe Premiere Pro (*Learning in Progress*)
- Adobe After Effects (*Learning in Progress*)
- Basic Video Editing
- Basic Coding Knowledge(HTML,CSS, JavaScript)

PERSONAL INFORMATION:

- **Father's Name:** Sh. Rajinder Singh Sindhu
- **Marital Status:** Unmarried
- **Gender:** Male
- **Nationality:** Indian

DECLARATION:

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.