

Puran Mal

Jaipur, Rajasthan - Email me on Indeed: [indeed.com/r/Puran-Mal/357ea77b3b002be6](https://www.indeed.com/r/Puran-Mal/357ea77b3b002be6)

WORK EXPERIENCE

Admin assistant at Infosys limited

Front office work

EDUCATION

Bachelor's

SKILLS

Front office executive (1 year)

ADDITIONAL INFORMATION

TECHNICAL SKILL

- Basic Knowledge of Computer operating
- MS OFFICE (MS excel, Ms Word and Power Point)
- With typing speed 25 wpm

PERSONAL SKILL

- Positive Attitude
- Good decision making
- Good communication skills
- Confident
- Have zeal to learn new things

HOBBY

- Listening music
- traveling

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