**Rohit Kathrotiya**

8, Sarita Society, Nikol Road,

Thakkarnagar Pincode- 382350

Ahmedabad, Gujarat

Email: **Kathrotiya.rohit1@gmail.com**

Cell : **+91-9909153100**

|  |
| --- |
| Summary |

I have successfully accomplished SIX years’ Experience of BPO as MIS Executive.

|  |
| --- |
| Academic Qualifications |

* Diploma in **I.C. Engg.** From Government PolyTechnic, Ahmedabad
* **H.S.C** from Shivam Vidhyalay, Ahmedabad
* **S.S.C** from Saurashtra Gyanpith Vidhyalaya, Junagadh

|  |
| --- |
| Technical Skill |

* MS Office
* Typing Speed: Above 45 WPM

|  |
| --- |
| Experience |

**CyberThink Infotech Pvt. Ltd. May 2014 – Present**

**Team Lead (BackOffice Administrator Departments)**

**Responsibilities:**

* Responsible to prepare Excel reports about showing data of resume formatted daily and sending report to senior authorities as well as I have to send monthly, quarterly, half yearly and yearly data report to Management.
* Hands on experience to work on MS Excel (Advance excel) like V-lookup, Pivot Table, H-lookup.
* Prepared PowerPoint Presentation when required by management.
* Proficient in Outlook and MS Word.
* Responsible to handle team of 5 person on daily basis

**Ascendum KPS Pvt. Ltd. Apr 2013 – May 2014**

**MIS Executive**

**Responsibilities:**

* Responsible for maintain data store in Excel and sending daily, weekly and monthly basis report of our all US based client in mortgage Process.
* Hands on experience to work on MS Excel (Advance excel) like V-lookup, Pivot Table, H-lookup.
* Proficient in Outlook.

**Hi-tech Outsource Pvt Ltd. Feb 2012 – Apr 2013**

**Process Associate**

**Responsibilities:**

* Responsible for CV Formatting Work in this Company. In which Responsibility of night shift on me.

|  |
| --- |
| Generic Skills |

* Analytical Skills
* Quick Learner
* Team Player

|  |
| --- |
| Hobbies |

* Listening to music
* Learning New Concepts of Recent Industries
* Surfing Internet

|  |
| --- |
| Personal Details |

**Father’s Name:** Mr. Rohit Kathrotiya

**Date of Birth:** 29th July 1990

**Gender:** Male

**Marital Status:** Married

**Language known:** Gujarati, English, Hindi

|  |
| --- |
| Declaration |

I hereby declare the above information is true to my knowledge & believe.

**Date** …………………………

**Place** ………………………… **(Rohit Kathrotiya)**