**Mohit kumar**

**Email:**[Mohit.ramina@gmail.com](mailto:Mohit.ramina@gmail.com)

**Mobile:**+917490905408

**Address:** Partham residency,opp.divin life school,aslali highway,narol vatva

**ASLALI HIGHWAY,**

**AHMEDABAD.**

**PROFILE SUMMARY**

* B.A (3rd year running) from Mohan lal sukadiya university
* 12th from Babulal shivlal jogatar
* Hardworking, positive thinker and ability to work in any environment are the skills that define me.

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| **CAREER OBJECTIVE** |

* To achieve excellence in working as a dynamic professional offering solutions to business using the best available where my analytical ability and analyzing quest are used maximum for growth of the organization and to grow with the organization

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| **EXPIRENCE** |

* Company : IBI (Innovation beyond imagination )
* Duration : 2 year
* Designation : Admin executive
* Roles & Responsibilities :
  + Maintaining regular work related to banks.
  + Keeping regular data and File Mantane.
  + Regular Maintence of Purchase Department (Stationary & office Retated items)
  + Managing of postal & courier services
  + Maintaining Data
    - Maintaining each data base of the organization.
    - Maintaining Employe’s data and their application forms.
    - Prepare data and properly maintain under Excel sheet.
    - Give every day report to the Directors of the Organization.

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| **COMPUTING SKILLS** |

* MS Office
* Ms Excel

**PERSONALDETAILS**

Date of Birth : 16th Jun 1996

Permanent Address : To: Mehta Steet, Ta: Pindwara

Dist: Sirohi (Raj.), Pin - 307022

Gender : Male

Marital Status : Unmarried

Languages Known: Hindi and English, Gujarati,