



PERSONAL DETAILS

Date of Birth
19th March 1998

Nationality
Indian

Marital Status
Single

Address
Near Upadhiya Building
Court Road, Moradabad
244001 (UP)

EDUCATION

St. Paul's College, Moradabad
2014:10th ICSE Board
2016:12th ISC Board

Wilsonia Degree College, M.J.P.R.U
UNIVERSITY
Degree 2019: B.Com

LANGUAGES

English
Hindi

STRENGTH

Management Skill.
Adaptive to new technology.
Critical thinking & problem solving.
Communication skills.
Technical skills.

AKASH AGARWAL

OFFICE ADMINISTRATOR

OBJECTIVE

To work in professional environment which can boost my professional growth and take up challenging task where I can enhance my technical skills and potential to its best and exploit them to create new avenue in the welfare of the organisation.

CONTACT

📞 9634228032
✉️ akashagarwal9634@gmail.com
✉️ akashagarwal901@outlook.com

WORK EXPERIENCES

Office Admin at The G.K. Welhams College, Moradabad
8th July 2020– 21st August 2022

As an office administrator my work is to handle Council site work (ICSE & ISC), UDISE site work, Administrative support, Student records management, Communication, and correspondence, Student enrollment and registration, Scheduling, and timetabling, Supply and inventory management, Event coordination, Data entry and reporting, Filing and document management, Collaborative support.

Front Desk Executive at Springfields, New Moradabad
1st September 2022 – 9th April 2023

As a front desk executive my role is to maintain a positive and welcoming environment, support administrative tasks, facilitate effective communication between various stakeholders, Coordinate with staff, handle administrative tasks, Student attendance, and records, provide information, manage phone calls, academic programs, events, schedules, and policies.

Front Desk Executive at Rana International School, Amroha
10th April 2023 Currently working

SKILLS

- ✓ Windows operating systems XP, 7, 8,10, 11
- ✓ Troubleshooting
- ✓ Administrative support
- ✓ Basics of Networking and IT
- ✓ Adobe express cloud & Canva
- ✓ MS.Office 365
- ✓ Filmora