



## AKASH WADHWANI

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FLAT NO. B3, SAI KRISHNA PALACE, DDM ROAD, KORBA CHHATTISGARH -495677

DATE OF BIRTH- 29-12-1994

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### SUMMARY

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Executive assistant who is skilled at multitasking and maintaining strong attention in detail. Employee's professionalism and superior communication skills to meet client and company needs.

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### HIGHLIGHTS

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- Professional and mature
- Works well under pressure
- Proper phone etiquette
- Human resource laws knowledge
- Time management
- Business correspondence
- Strong problem solver
- Customer service oriented
- Social media knowledge

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### EXPERIENCE

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Office Assistant: RCM PUC Centre, Korba (C.G.)

(3/2015 to 4/2016)

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### EDUCATION

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- **Bachelor of Business Administration, BBA 2016**

Obtained 65%, Centre: Bilaspur University, Bilaspur (C.G.)

- **Higher Secondary (12th) from CGBSE, Raipur 2013**

Obtained 70% 1<sup>st</sup> Division

- **High School (10<sup>th</sup>) From CGBSE, Raipur, 2011**

Obtained 73% 1<sup>st</sup> Division

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## **DECLARATION**

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I hereby declare that the above mention information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

Date

Place

**(AKASH WADHWANI)**