



AKASH WADHWANI

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

DATE OF BIRTH- **29-12-1994**

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SUMMARY

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.

HIGHLIGHTS

- 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

EXPERIENCE

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

(3/2015 to 4/2016)

EDUCATION

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

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

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

Obtained **70%** 1st Division

- **High School (10th) From CGBSE, Raipur, 2011**

Obtained **73%** 1st Division

DECLARATION

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)