

## Afnan Bhat

✉ afnanbhat1631996@gmail.com

☎ 7006979874

📍 Srinagar

### 👤 Personal Details

- Date of Birth : 16/03/1996
- Nationality : India
- Marital Status : Single

### ✂ Skills

- MS Office
- Zoho
- English Proficiency
- Basic C programming

### 🗣 Language

- English
- Hindi

### ♥ Interests

- Netflix
- Nature
- Snooker

### 🎯 Objective

Highly organized and detail-oriented executive assistant with a proven track record of providing exceptional administrative support to senior executives. Seeking a challenging position as an executive assistant in a dynamic organization where I can utilize my strong communication and problem-solving skills to contribute to the efficient operation of the executive office. Dedicated to maintaining confidentiality, managing complex calendars, and facilitating seamless communication across all levels of the organization. Committed to fostering a positive and professional work environment while prioritizing tasks and meeting deadlines with utmost precision.

### 📅 Experience

○ 21/09/2019-23/12/2019

#### Magnate Group

Customer Service Executive

Handling Inbound Calls, Emails And Customer Support

○ 04/01/2020-23/05/2021

#### Access Group

Customer Service Executive

Responding to Inbound Calls, Emails And Customer Support.

○ 02/06/2021-Present

#### Winged Human Enterprise

Executive Assistant

Responsibilities : Reading the Documents That Are received from the Builder.Taking Note of the sensitive Information that needs to be noted Down.Enter The relevent details In The Software RFMS BIDO PRO .Cross Check the details with the documents and then export them .The processed documents Are then sent to the installers.

### 🎓 Education

○ 12/01/2019

#### Jammu University

Bachelor Of Engineering



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