

RAKESH C

E-Mail Address : Rakesh95c@gmail.com

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Objective

Exceptionally detailed, organized, and highly accurate business professional with a unique ability to successfully manage multiple secretarial projects simultaneously. Proven competencies as an office administrator with the ability to empower others and foster cohesive business environments. Consistently leverage organizational capability to facilitate will-run and streamlined office operation. Deliver outstanding result, leading to increased level of responsibility and recognition. Well developed interpersonal communication skill to work effectively with people from diverse professional and cultural background. Core areas performance includes:

- ✓ Office supply acquisition
- ✓ Client relationship management
- ✓ Filing/data Entry
- ✓ Microsoft Office suite
- ✓ Typing: 50 WPM
- ✓ Team building and Leadership

Professional Experience

➤ **Worked with Suprawin Technologies Ltd as a team leader from Dec 2017 – 2019**

- ✓ Coordinating with project team and preparation of invoice as per agreed terms
- ✓ Manage and update personnel files and documentation
- ✓ Preparing and updating Organization chart and other policy documents.
- ✓ Maintain appointment letters and business cards and clients information in card reader etc.
- ✓ Preparation of documents as per project requirement

Computer Knowledge

- Proficient in Basic use of computer.
- Well versed with MS office (MS Word, MS power point, Adobe Photoshop)
- MS Excel (Pivot table, VLookup, etc.)
- Internet savvy

Academic

- Qualification : Bachelor of Computer Applications
- Board/University : IBVE

Personal Details

- Date of Birth-01/04/1995
- Nationality- Indian
- Father name :- Chandrakanth R
- Marital status – Unmarried
- Languages Known- English, Kannada, Hindi
- Hobbies :- Playing cricket
- Availability – Immediately available for an interview

DECLARATION

‘I hereby declare that the information above given are true and to the best of my knowledge and belief.’

YOURS SINCERELY

Date:

Rakesh.C