

NAME:- ROHIT KUMAR S V

MOB. NO.:- +918828229990/+918655844419

EMAIL ID- ROHITKUMAR_44@rediffmail.com

DOB - 19/04/1992

GENDER - Male

ADDRESS - Worli, B D D Chawls No.-112, Room No.-44, Near Padmashaali Chowk, Mumbai-18

ACADEMICS-

S.S.C.	Passed from AES High School, Maharashtra Board
H.S.C.	Passed from AES Jr. College of science, Maharashtra Board
B. E. AUTOMOBILE	Passed from RMCET, Mumbai University

CAREER OBJECTIVE-

To pursue a challenging career within an organization offering ample learning and career growth opportunities

CAREER PROFILE-

UID AADHAAR - As Sr. Data Operator, and Sr. Supervisor of the centre (Biometric & Alpha Numeric Data Entry, Getting Backups, Maintaining Records of data, Reporting to Officials, Authorization of data acknowledgement)

ZENITH INC. – As Data Entry Operator (MS Word, Excel & Tally ERP 9.0)
Reporting to Director.

S.V classes - Sr. Supervisor as a Teacher
Reporting to Vice Principal.

Royal Enfield - Technician and Customer relationship management. (Analizing issues related to customers, Solving with appropriate solutions, Maling Awareness to customers with Bikes for their good & passionate experience, Maintaining Records of each customers experience, Reporting to concerned officials)

PRESENT-

Travel Food Services Pvt Ltd- Consultant (Sr. Data Entry Operator & Team Leader) (Purchase Executive)

(MS Word & Excel)

Making Records of Purchase requests & Purchase orders.

Follow ups with vendors.

Reporting to VP of the Organization.

SKILLS-

Can effectively manage teams

Effective communication skills

Have a good working knowledge of MS Office

Good Supervision

CERTIFICATES-

MS OFFICE and Tally erp 9.0

Hardware and Networking Assistance

Hardware and Assembly course (IC engine of bike)

REASON FOR CHANGING JOB – Contract is ending & salary upgrading.

CURRENT LOCATION – Mahalaxmi