

Rohit Solanki

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Career Objective

To make a responsible middle level entry into a reputed organization, caring for job satisfaction and providing ample opportunity for growth and serve as an invaluable asset to the organization.

Work Experience

- Working with Federal Mogul Goetze India Ltd. (Motor Parts), on behalf of Spear Logistic Pvt. Ltd C&F agent of Federal Mogul assembly unit, Regional mother warehouse, North Since Jan 2014 to Mar 2017, as Packer.
- Work with **HAPPY MODEL SCHOOL** as a post of **Computer Lab Assistant** since Mar 2017 to March 2021.

❖ Responsibilities

- Maintenance of computer Lab.
- Attendance of students in Shaurya Soft ERP.
- Preparation of letter as per School requirement, Circular & hand notes typing.
- Work on **Edudel & Udise+**
- Work on **Shaurya Soft School ERP**.

- Work with **SIDDHARTH INTERNATIONAL PUBLIC SCHOOL** as a post of **P.A to Principal** since March 2021 to till now.

❖ Responsibilities

- School Email id & Edudel Daily Updates check & Print.
- Principal Meetings arrange.
- Typing work as per school requirement.

Qualification

- 10th passed from CBSE, Delhi in 2012 with 68%.
- 12th passed from CBSE, Delhi in 2014 with 64%.
- B.A passed from DU in 2017.

Computer Skills

- Knowledge of computer i.e. Ms office.
- Computer course DIT from Lal Bahadur Shastri Training Institute, Delhi in 2017.
- Internet Surfing.
- **English Typing (speed 40 wpm.)**

Strengths

- Positive attitude.
- Punctual of time.
- Quick Learner.
- Self Motivate

Personal Details

Date of Birth	-	10. AUG. 1997
Father's Name	-	Shri Rajvir Singh
Mother's Name	-	Late Ramita Devi
Martial Stutus	-	Unmarried
Hobbies	-	Reading Books & net Surfing

Date :

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