

# Rakesh Rana

E-mail: rakesh88.rana@gmail.com

Plot No. 42, S-Ext, Mohan Garden, Uttam Nagar, New Delhi - 59

phone: +91-8527801523

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## PROFILE SUMMARY

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- ☐ Around 4.5 years of experience in back office assistance and office executive
- ☐ Proficiency in provide comprehensive support for senior-level staff
- ☐ Tracks documents received and completion dates
- ☐ Ensure that entries are correct and complete
- ☐ contract customers to clarify incomplete or unclear information
- ☐ Daily billing entries in data file.

## PROFESSIONAL EXPERIENCE

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- ☐ Ecom Express Pvt. Ltd, New Delhi (*Job Profile: Office Executive*)
- ☐ Himfresh India Management (Opc) Pvt. Ltd, New Delhi (*Job Profile: Product Sales & Promotion Executive*)
- ☐ Raheja Developer, New Delhi (*Job Profile: Supervisor in back office assistant & documents collection*)
- ☐ JKM Motors Pvt. Ltd. New Delhi (*Job Profile: Back Office Assistance*)

## TRAININGS / CERTIFICATES

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- ☐ Certificate Course in Printing  
The National Small Industries Corporation Ltd. (A Government of India Enterprise)
- ☐ Basic Computer Course  
Having Knowledge of MS Office tools such as MS Word, MS Excel

## EDUCATION

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- ☐ Pursuing Bachelor of Arts ( BA) from Delhi University
- ☐ 12th from NIOS

## PERSONAL INFORMATION

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|---|---|-------------------|
| <input type="checkbox"/> Father's Name  | : | Trilok Chand      |
| <input type="checkbox"/> Date of Birth  | : | 29 Dec 1988       |
| <input type="checkbox"/> Nationality    | : | Indian            |
| <input type="checkbox"/> Marital status | : | Single            |
| <input type="checkbox"/> Hobbies        | : | Painting, Cycling |

Place:

Date:

Rakesh Rana