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**SOCIAL MEDIA**

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**B.Tech In AI Engineering**

Sanjay Ghodavat Institute Of Technology, PUNE 2011 - 2015

Problem Solving Adaptability

Collaboration Strong Work Ethic Time Management Critical Thinking

Handling Pressure

Leadership

**EDUCATION**

**SKILLS**

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**Address:** Santosh Nagar , Katraj Chowk, Pune

**CONTACTS**

**EXPERIENCE**

**RESUME OBJECTIVE**

Rohit.singh2

R\_O\_H\_I\_T\_12

Rohit Singh

**Trainee Developer**

*Tata Communication June 2015 – August 2018*

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

**ADMINISTRATIVE ASSISTANT**

*Birlasoft Limited, / September 2018 - Present*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.Tech in AI Engineering and expertise in PHP. Looking to leverage my knowledge and experience into a role as Project Manager.

ROHIT SINGH

AI Engineer