

# RESUME



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ROHIT KUMAR

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## OBJECTIVE

Professional, efficient personal assistant with 6+ years experience working for Director (Tech.) at a large corporate organization. Excellent project management, organization and communication skills. Introduced a time management system and increased the efficiency of the office. Seeking to use my expertise to help improve communications and efficiency, while cutting costs and serve the Company with the best of my potential ability and sincere efforts trying to gain the disperse as much as I can with the experience that I have acquired with time. Able to process sensitive data and handle all correspondence and dictation with uncompromised integrity and confidentiality.

## ACADEMIC QUALIFICATIONS

- Presently pursuing Master in Public Administration (MPA), from IGNOU University.
- B.A (Pass) From Delhi University 2010.
- SeniorSecondaryExaminationPass from C.B.S.E Board Delhi in 2006.
- Secondary Examination Pass from C.B.S.E Board Delhi in 2004.

## COMPUTER SKILLS

### Diploma in Desktop Publishing (DTP)

Corel Draw (12), Photoshop (CS), Illustrator (CS) & Page Maker

### Operating System

Windows 97, Windows 98,  
Windows XP, Windows 2000 Server

### Ms-Office(2003)

MS-Word, MS-Excel, MS-Power Point, Ms-Access & Internet

## ALSO BASIC KNOWLEDGE

- Basic knowledge in **FLASH,C++** and **TALYY 9.0**

## WORK EXPERIENCE

### ❖ Presently working in Gopal Group at Plot No. 339 Patparganj Industrial Area New Delhi-110092.

- **Designation:** *Since 1<sup>st</sup> March, 2017 to till the date working as **Executive Assistant to Director (Technical and Purchase).***

- **Brief description of the profile**

1. Coordinating Director's calendar, meetings and schedule accordingly.
2. Prioritize and handle any job assigned by Director and his family from time to time.
3. Efficient and smooth operation of Directors office. Do multiple works assigned daily in given timelines like checking his mail, Follow-up with same Inner and outer Department of the Company etc.
4. Maintain daily task list, arrange meetings, and make appointments.
5. Plan and supervise all personal travel arrangements.
6. Manage Air Tickets for Director and provide the Boarding Pass on time.
7. Monthly payment entry in cheque books as well in the Account Statement and coordinating with Account Department as well.

#### **8. General Administration:-**

- Maintain documents Property Files.
- Maintain Insurance files, Mutual fund Files,
- Maintain LIC Files & ESIC Files
- Maintain Company GST Files.
- Maintain Company Invoice Files.
- Maintain Purchase Bill File.

- Maintain Credit Card Files etc.
9. Discrete, reserved and able to handle business, personal and family information with the highest level of confidence.
  10. Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events.
  11. Improved office efficiency by implementing color-coded filing system and introducing additional time-saving measures.
  12. Enhanced communication between manufacturing department and executive team, fostering a sense of teamwork and collaboration.
  13. Purchasing Spices as instructed by the Director and keeping records for the same.
  14. Processing all outgoing communication in the form of Emails, letters, voice message or other forms of communication in inter Department and Outer Department of Company.
  - 15.
  16. Bill payments on time such as:-
    - Domestic and Commercial Electricity Bill ,
    - Domestic MTNL Bill.
    - Personal Credit Cards Bill, DTH Connection Bill & Tata Photon Bill,
    - Personal Health Insurance.
    - Personal Mobile Bill,
    - Company ESIC Bill.
    - Company GSTR1 & GSTR3B
  17. Manage and maintain all the personal confidential records of various work (cannot define).

❖ **5 Year Experience on Contract Base Job in Ministry of Shipping in Transport Bhawan New Delhi.**

- Designation: **Office Assistant** since 1<sup>st</sup> April, 2012 to June, 2013. {One year experience in office of Minister of State (Shipping) & {Since 2013 to 2016 working with Under Secretary & Deputy Secretary (Shipping) as **Personal Assistant**.
- Brief description of the profile

**1. Communication**

1. Provide all incoming and outgoing telephone coverage - answer take accurate messages handle urgent calls with appropriate judgment
2. Noting messages & passing to concern persons.

**2. Stationary handling**

1. Ordering stationary.
2. Maintain stationary and stock.

3. Issuing stationary and handling issued register.
4. Verify stationary bills for monthly payment.

**3. Incoming & Outgoing Letter**

1. Ensuring all dispatch with entry in dispatch register.
2. All Incoming correspondence with entry in Incoming register.
3. Verify courier bills for monthly Payment.

**4. Housekeeping**

1. Recodes of visitor in visitor register.
2. Take care of cleanness in surrounding.
3. Ensuring Hospitality to the guest visiting office.
4. Arrange drinking water for employee.

**5. General Administration**

1. Typing work.
2. Taking Diction.
3. Inter-departmental (i.e. various organisation of the Ministry,)/ Intra-departmental coordination.
4. Prepare various materials when requested, using PowerPoint, Word, and Excel.
5. In charge of faxing documents to various locations on a timely manner and scanning
6. Entries of bills and maintain Files
  - ✓ Mobile Files
  - ✓ T.A Bill Files
  - ✓ Other Ministry Files
  - ✓ PS to MOS (S) files
  - ✓ File Movement Register.
  - ✓ Meeting Engagement
7. Coordinate for repair maintenance of Fax machine/ Printer/ ACs/ Telephone etc.
8. Responsible for handling all travel arrangements (domestic and international) including HOTEL accommodations, airline reservations, and rental cars.

**STRENGTH**

- Laborious, dedicated and devoted to work.
- Grasping Power is good.
- Ability to work in team.
- Ability to work in team and under pressure.
- Always maintains a positive and consummately professional demeanor, with ability to instill the trust and engagement of others.

❖ **Two Year experience in IICE. Laxmi Bai Nagar New Delhi.**

➤ **Designation:** *Computer Teachers* since September 2008 to 7<sup>th</sup> Feb, 2011.

➤ **Brief description of the profile**

- Should teach to student and work Ms. Word, Excel, Power point, Knowledge of Internet browsing.
- Keep records, transfer the information to the concern teacher.
- Create customized follow-up work for lessons.
- Make personalized certificates of achievement.
- Create customized graphic organizers and direction sheets.
- Create student lists and name tags.
- Maintain the quarry and Fees Slip register. Render

❖ **Six Month experience in IdeaLaxmi Nagar New Delhi.**

➤ **Designation:** *Sales Executive* since September 2007

➤ **Brief description of the profile**

- Sales the Post Paid Connection, Handling customer queries, calling Customers, explaining product features, service and generating leads & follow-Up with the customer.

**PERSONAL DETAILS**

➤ Father's Name	Sh. Pradeep Kumar
➤ Date of Birth	4 <sup>th</sup> Sep'1987
➤ Marital Status	Married
➤ Nationality	Indian
➤ Religion	Hindu
➤ Languages	English, Hindi
➤ Sex	Male

I hereby declare that all of above particulars are true to the best of my knowledge and hope it will fulfill your requirements and if a chance is given to me, I assure you that I will work to the end of your satisfaction.

Date: -

Place: -DELHI

**(SIGNATURE)**