



Take Professional photo, Bring
Blazer to Office, take photo

VIJAY RATHOD EXECUTIVE ASSISTANT CONTACT ME

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[youtube/inspitetointerac](https://www.youtube.com/channel/UC...)

Projects:

- Store Sales Analysis in Excel
- Grant Chart in Excel
- Project Completion in Google Sheet
- Credit Card Report In Power BI

Projects Worked On:

- Guest House, Bellary
- Private Entertainment Center, Bellary
- Learning Academy, Jamnagar, Gujrat
- Oil Club, Gujrat
- Mahindra Electrical, Chakan
- Mahindra Rise, Kandivali
- Greater Co-operative Bank, Andheri
- Plant Factory, Hospet
- Corporate Office, Hospet

87%

Skills

- Communication, Team Work, Critical Thinking
- Decision Making, Active Listening, Patience
- Microsoft Office(Word, Excel, Powerpoint), Internet research
- Project Management(Trello), Typing proficiency (60 WPM)
- Email management(Outlook, gmail, Thunderbird)

Certifications:

- Advance Excel by Accountect Training Solution
- "AutoCAD University Course" By Beau Carnes On CodeCampAcademy
- "Learning How To Learn" By Barbara Oakley On Coursera
- "Grit: The Power of Passion And Perseverance" By Angela Lee Duckworth On TED

Interests And Objective:

- Travelling, Cricket, Learning new things
- Want To be Manager A Company, To Be A Public Speaker

Languages:

- English, Hindi And Marathi

83%

Education:

- School: Colaba High School
92.20% 2016
- College: Bhavani Sankar Junior College
84% 2018
- University: KC College, HSNL University
9.1 CGPA 2023

Work Experience:

Excutive Assitant

Cobol Architects And Planners

Apr, 2023–Now

- Writting mails to clients, ventors and employees
- Excel Timeline for completion of project
- Presentation for clients
- Worked on cobolap.com website to upload and change contents
- Clickup, Excel, Google sheet and Google calendar to make task list and reminders

As Digital Marketer

Jai Mata Di Tours And Travels

Freelancing

Sept, 2023– Dec, 2023

- Updated wordpress webiste
- Linked all Social Media links to Website
- Corrected all the Changes as required by Client

Strengths

- Communication, Time Management,
- Team Co-ordination, Multitasking
- Have patience to learn Anything

Publications

- Kindle on How to "Not Care the World Around Us"
- Kindle "How to Get Ahead with AI tools"

References

- Sannu Chavan, Assistant Manager At D.sign
- Cover_letter_linked
- Omkar Saket, Assitant Manager At Property Consultant

Activities, Achievement And Awards

- First Rank Holder In SSC Examination In School
- Member Of Enviromental Community
- Excellence Award for Securing 100% In Maths