**CURRICULAM VITAE**

**AshishDubey**[**ashishd246@gmail.com**](mailto:ashishd246@gmail.com)

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**OBJECTIVE**

A challenging position as an administrative assistant at a growth-oriented firm, which will allow me to both further utilize my skills and acquire new abilities. Intend to build a career with a leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential; willing to work as a key player in a challenging and creative environment.

**ACADEMIC CREDENTIALS**

10th from CBSE Delhi in 2005.

   12th from CBSE Delhi in 2007.

[B.COM](http://b.com/)  Pass From VBSP University U.P. 2010.

**SKILLS SUMARY**

* Strong analytical and organizational skills.
* Excellent interpersonal skills, phone manner, and office etiquette.
* Proficient in basic operating systems and their applications like Microsoft Word, Excel, Windows XP and the Internet.

**EXPERIENCE**

Worked in KEE PHARMA LTD.  As a M.R. 13/2/2012 to 14/4/2013.

Worked in PANACEA BIOTEC LTD.As a BDE In since 15/4/2013.to 8/10/2015.

Working in IPCA Laboratories ltd .As a BE in 10/10/2015 to till date.

**INTERESTS**

* Listening to soft Music*.*
* Watching cricket match,

**PERSONAL DETAILS**

* Date of Birth    : 02nd ,Apr. 1991.
* Marital Status    : Married
* Father Name             : Sh.. Ashok Kumar. Dubey
* Linguistic Proficiency  : Read, Write & Speak in Hindi and

                                                                                     English

**Date:           (Ashish Dubey)**

**Place:-** Delhi