

rs5454671@gmail.com

8700725834

NEW DELHI 110086

## Skills

- Good computer Knowledge
- Basic Knowledge of Computer Graphics
- Basic Knowledge of MS Excel
- Good Knowledge of Internet surfing
- Multitasking skill
- Office administration
- Problem solving
- Mail handling

## Educational Qualification

**10TH Class:**

**CBSE Board**

Delhi

**12TH Class:**

**CBSE Board**

Delhi

**B.Com:**

**Delhi University**

Pursing 2nd year

## Languages

**English, Hindi:** First Language

# ROHIT

## Summary

To establish self in a position where I can utilize my studies and potential. I would like to work with a concern, which will provide me the opportunity to learn more and utilize me as an asset of an organization

## Experience

**Mehra Enterprises - Office Manager**

*Delhi*

*02/2023 - Current*

- 2 years experience in office management Works.
- Responded to customer inquiries via phone or email in a professional manner.
- Provided training to new hires on office policies and procedures.
- Ordered supplies and equipment to maintain adequate inventory levels.

## Languages

- Hindi
- English

## Career Aspiration

To establish self in a position where I can utilize my studies and potential. I would like to work with a concern, which will provide me the opportunity to learn more and utilize me as an asset of an organization.

## Personal Information

- Father's Name: Mr. Baljinder Singh
- Date of Birth: 08/16/99
- Gender: Male
- Nationality: Indian
- Marital Status: Unmarried
- Religion: Sikh