



AJAY KUSHWAHA

Office Assistant

PROFILE SUMMARY

Office assistant experience account handling data entry

EDUCATION

2020

B.A

Prof. Rajendra Singh (Rajju Bhaiya) University,
Prayagraj

WORK EXPERIENCE

Nov 2022 -
Present

Office Assistant

St. Columbus Group Of School

Office assistant experience back office work properly
operation computer online form filling

PERSONAL INFORMATION

✉ **Email**
tech.ajay2000@gmail.com

☎ **Mobile**
(+91) 7786002185

📅 **Total work experience**
2 Years 1 Month

KEY SKILLS

Computer
Typing
Office Assistance
Computer Teacher
Computer Operating
Data Entry
Data Entry Operation
Computer Teaching
Computer Operator
Office Administration
Office Management
Receptionist Activities

OTHER PERSONAL DETAILS

City Prayagraj
Country INDIA