

Rajat Kishore

📍 Laxmi Nagar, Delhi

📞 8433147175



Looking for jobs in Event Management, Back Office / Data Entry, Recruiter / HR / Admin, Receptionist

About

I always wish to contribute to the growth and efficiency in the Industry through hard work, honesty and determination. I am a team-worker and I like to perform at my best in any organization which I am a part of.

Skills

> 30 WPM Typing Speed, Computer Knowledge, Data Entry, MS Excel, Cold Calling, Talent Acquisition/Sourcing, Event Planning & Coordination, Inventory Management

Work Experience

Back Office / Data Entry (Total - 5 Years)

- Assistant Operations Manager
At Vardhman Hospital • 5 Years

Event Management (Total - 4 Years & 2 Months)

- Event Assistant
At KP Solotion • 4 Years & 2 Months

Recruiter / HR / Admin (Total - 3 Years & 1 Month)

- Administrative Assistant
At Globle Pvt Ltd • 3 Years & 1 Month

Basic Details

Educational Qualification	Graduate (Hindi)
Languages Known	English, Hindi and Punjabi
Email ID	kishore93rajat@gmail.com
Age & Gender	30 years • Male