

ROHIT KUMAR

OBJECTIVE

[Seeking a challenging & creative role wherein my skills and knowledge can be utilized for the growth of the organization.

Excellent communication and leadership skills. Ability to manage multiple programs at one time. Experienced in office administration & payroll bringing almost 6+ years. Specialize in quality, speed and process optimization. Articulate, energetic and results-oriented with exemplary passion for developing relationships, cultivating partnerships and growing businesses.]



ADDRESS

House no. 1296 Gali no-14, Block-D Saroop Vihar
Delhi-110036

PHONE

8130827632

EMAIL

rohitmanjhi22@gmail.com

EXPERIENCE

July 2020 – present

Office Assistant • Uttarakhand Purv Sainik Kalayn Nigam (UPNL) • Delhi Technological University

- Managed payroll accuracy using specific checklists and quality review processes.
- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Drafted clear meeting agendas and followed up on action items.
- Coordinated company events and key client meetings.
- Photocopied and printed documents on behalf of clerical support teams.

November 2016 – June 2020

Junior Officer Assistant • Broadcast Engineering Consultants India Limited (BECIL) • Noida

- Meeting the daily and monthly targets
- Managed payroll accuracy using specific checklists and quality review processes.
- Picked up additional tasks to aid team success.

EDUCATION

B.A from Delhi University

12th from CBSE

10th from CBSE

SKILLS &

ACHIEVEMENTS

Accounts payable and receivable

Microsoft power point

Flexible with any role & responsibilities

Calendar Management

Data entry

Team management

Advanced MS Office suite knowledge

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

ROHIT KUMAR