

# MUKESH KUMAR

## ADMINISTRATION ASSISTANT

PHONE | (+91) 6200017803  
EMAIL | mk8861754@gmail.com  
LOCATION | New Delhi, INDIA  
EXPERIENCE | 1 Year 0 Month

### Key Skills

- Teamwork
- Google Suite
- Microsoft Office Access
- Administration Work
- Travel Booking
- Office Administration
- Data Entry
- Front Desk
- Administrative Assistance
- Telephone Operating
- Back Office

### Languages

- Hindi
- English

### Profile Summary

Highly organized and detail-oriented Administration Assistant with 1 years of experience supporting office operations. Proficient in managing calendars, scheduling meetings, coordinating travel arrangements, and maintaining office supplies. Skilled in communication and interpersonal abilities, adept at handling multiple tasks simultaneously while maintaining professionalism and confidentiality. Proven ability to work effectively in fast-paced environments, ensuring seamless administrative support to enhance overall office efficiency."

### Work Experience

#### Administration Assistant

Engineers India limited

12/2023 - Present

All administrative work like Facility Management Housekeeping Management and Travel Management

### Education

#### B.Com - Commerce

2022

Lalit Narayan Mithila University, Darbhanga

Grade - 64.2%

#### 12th

2019

Bihar , Hindi

Grade - 74.4%

#### 10th

2017

Bihar , Hindi  
Grade - 57.2%