**Reji **

Email-: [reji\_386900@2freemail.com](mailto:reji_386900@2freemail.com)

**\*Objective\*** Seek a fulfilling position that will allow me to fully contribute my knowledge and skills in business development.

**\*Experience\* April 1, 2014 to October 31, 2018**

**Post- Office Management**

**Job Role & Responsibilities**

* Manage different government educational projects.
* Maintain and update personal record for staff.
* Manage schedules and deadlines.
* To do online registrations and online payments.
* Provides daily reports to employer.
* Attention to detail and problem solving skills.
* Depositing collected cash and cheques in bank.
* Protects organization's value by keeping information confidential.
* Collecting & Posting customers payments by cash, cheques.
* Preparing and Sending E-mail’s.
* Calling and Sending E-mails reminders for payments.
* Managing overall office activities and achieve the objectives & goals set by the management.
* Sending daily reports to the boss.

**High lights & Core Competencies**

* Energetic and enthusiastic to my Work.

* Self-motivated, hardworking, coachable and always eager to learn.
* Always ready for a flexible approach and work for an extra mile to achieve the goal.
* Maintain neat, clean appearance of self and work area to ensuring company safety.

* Policies and procedures are followed at all time.
* Ability to pick up new skills easily.
* Deal people with respectful and considerate manner.
* Always show great positive attitude and calm nature towards employee and with my work in any condition.
* Always ready to help and share my knowledge with my colleagues and employees.

**\*Education\* March 2011**

**William Carey University**

(Bachelor of Computer Application)

Meghalaya, India

* **Computer Science**

**\*Personal Information\*** Date of Birth **:** September 12, 1989

Gender **:** Male

Nationality **:** Indian

Visa Status **:** Visit Visa

Martial Status **:** Unmarried

I hereby certify that the above information is true and correct to the best of my knowledge and abilities.

**REJI**