**Amandeep**

E-mail ID: amandeep-392974@2freemail.com



**PERSONAL ABILITIES AND SKILLS**

* Excellent ability to establish good relaonship with people
* Reliable and responsible
* Convincing skills with a logical mind.
* Management skills, work as team or group leader.
* Strongly commied to assigned work.
* Proficient with computer literate.
* Internet and email.



**Strengths:**

Punctual

Hardworking

Self-Confident



**OBJECTIVE**



To work in an environment that will help me in contribu]ng towards the goals of the organizaon and connuously upgrade my knowledge.

**ACADEMIC**



|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year passed** | **Board/ University** | **Percentage %** |
|  |  |  |  |
| B.A | 2014 | Kanpur University | 58 |
|  |  |  |  |
| XII | 2010 | C.B.S.E Board | 61 |
|  |  |  |  |
| X | 2008 | C.B.S.E. Board, | 45.2 |
|  |  |  |  |



**WORK EXPERIENCE**



* **3 Years Experience with Dish TV India PVT LTD As Admin and attendance payroll**.
* **2 Years Experience with Radiate E-Services PVT LTD As Senior management officer.**

**Duties and Responsibilities**



1. I was take care of all visitors As Administrave o cer.
2. I was take care of all employee aendance and payroll and responsible for salary and incenve distribu]on as a account execuve.
3. I was take care of all candidate who was come for interview help to conduct their interview.
4. I was also take care all the stocks and goods for admin team and pantry and arrange all the required things too as administrave.
5. I was take care of admin team and give guidance how to complete his/her task on decided TAT.



**COMPUTER PROFICIENCY**



* I have all the knowledge of computer (M.S Word, Adv. Excel & Internet) along with 50 WPM typing speed.
* I have Email equee which is refers to the principles of behavior that one should use when wring or answering email messages



**LANGUAGE [Written & Spoken]**



Languages: English and Hindi.

|  |  |
| --- | --- |
|  | **PERSONAL DETAILS** |
| D.O.B | : 08-08-1993 |
| Gender | : Male |
| Naonality | : Indian |
| Marital Status | : Single |

**Hobbies:**

* Travelling.
* Bike Riding

**(AMANDEEP)**