

RESUME

Harshdeepsinh
Bhojrajsinh Gohil

CONTACT

9727162315



harshdeepsinhgothil07@gmail.com



National Highway 8-B, Near
Gopal Dairy, Maliyasan,
Rajkot



EDUCATION

2017

B.B.A.
Saurashtra University
Rajkot

KEY SKILLS

MS Office



English / Gujarati/ Hindi



Writing Skills



Communication Skills



Team Leadership



PROFILE

Office Assistant with 1+ years of experience handling confidential tasks and making routine office tasks as efficient as possible. Proven managerial experience, while maintaining high standards and achieving goals in time. Aiming to leverage my work experience and abilities into a managerial role at your organization.

PROFESSIONAL EXPERIENCE

Present

OFFICE ASSISTANT

Deputy Director of Animal Husbandry (ICDP), Rajkot

- Informing regarding meetings organized at deputy director office.
- Preparing various office orders.
- Checking and keeping records of mails received.
- Any other work assigned by Deputy Director.
- Type confidential letters for senior member.
- Documentation and compiling of day-to-day department work
- Maintain attendance register of employees.
- Maintaining leaves of employees of department.
- Filing LTC, Experience and other certificates of faculties of department.
- Handling Animal Husbandry govt portal related data day-to-day data & payment related work
- Any other work assigned by head of department

Declaration:

- I hereby declare that all the above-mentioned information is true to the best of my knowledge. All necessary certificates and mark sheets. I will provide you at the time of personal Interview.

Thanking You,

Your Faithfully

Harshdeepsinh Gohil