



# Prashant Kumar

Seeking roles in Office Assistant, Front Office Assistant, Customer service, Sales, Marketing, Business Development, Market Research, Market Analysis, Direct Sales, Direct Marketing, Market Identification, Field Sales Management, Client Servicing

## GET IN CONTACT

Mobile: +91-8707437156

Email: rishuyadav1112pk@gmail.com

## PERSONAL DETAILS

- Total Experience 2 Years 6 Months
- Current Location Auraiya
- Date of Birth Mar 18, 2003
- Gender Male
- Marital Status Single / Unmarried

## SKILLS

- HR Assistance
- Administrative Assistance
- Computer Operating
- Operations
- Production
- Supervisory Skills
- Packaging
- Human Skills
- Quality Control
- Quality Check
- Managerial Skills
- Management Skills
- Clerk
- Sales
- Marketing
- Business Development

## TECHNICAL SKILLS

- Ms Word
- Computer Skills
- Computer Operating
- Administrative Assistance

## PROFILE SUMMARY

Highly trained Administrative Assistant with 2+ years of experience in Uttar Pradesh Housing and Development Board. Deeply knowledgeable about investment practices and securities. Proven record of excellence in office administration, minute keeping, generating expense reports and customer service.

Strongly dedicated and reliable Retail Sales Executive with an outstanding client satisfaction history and superior work ethic. Adept at functioning well as an independent worker with little to no supervision or as part of a retail executive management team. Especially skilled at maintaining superb relationship networks with clients, vendors, and all levels of staff with a high degree of courtesy and professionalism.

## EDUCATION HISTORY

### Graduation

Course	B.Sc( Maths )
College	Chhatrapati Shahu Ji Maharaj University (CSJMU)
Year of Passing	2021
Grade	75%

### Class XII

Board	Uttar Pradesh
Medium	Hindi
Year of Passing	2018
Grade	80-84.9%

### Class X

Board	Uttar Pradesh
Medium	Hindi
Year of Passing	2016

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• Sales Executive Activities	Grade	85-89.9%
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## LANGUAGES KNOWN

- English
- Hindi

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## COURSES & CERTIFICATIONS

- CCC- Computer Course

## WORK EXPERIENCE

Jul 2021 to Present

### **Office Assistant and Administrator (Outsource Employee) at Uttar Pradesh Awas Evm Vikas Parishad Head Office Lucknow**

I am a Administrative Assistant/Skilled in Uttar Pradesh Housing and Development Board Head Office Lucknow on contract.I do all Administrative work and work on all Computer Applications. My responsibility is like that of a Office Assistant.I can take your Company towards a new direction with my hard work and dedication because I have both Passion and Ability. I can work well in the post of Supervisor/Assistant Manager/Office Assistant/ Field work Assistant.

Mar 2021 to Jul 2021

### **Sales Representative at ITC Ltd - Foods Division**

On role

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## OTHER INTERESTS

Travelling