

# SIDDHARTH RAWAL

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8290737683

Ahmedabad , India 382470

## SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Results-driven individual with a solid track record in delivering quality work. Known for excellent communication and teamwork abilities, with a commitment to achieving goals and delivering exceptional service. Passionate about continuous learning and professional development.

## SKILLS

- Meeting planning
- Event preparation
- Positive attitude
- Mail management
- Schedule management
- File organization
- Presentation preparation
- Verbal communication
- Appointment scheduling
- Issue resolution
- Administrative support
- Presentation development
- Correspondence drafting
- Prioritizing work
- Professional and mature
- Customer service
- Staff management
- Copywriting and editing
- Verbal and written communication
- Spreadsheet creation

## EXPERIENCE

08/2022 - Current

### **Office Assistant, Government of India, Ahmedabad , India**

- Administrative work, scheduling drive and meeting with all the field employees to boost performance, as a region office assistant I provide resolution vide drafted letters to division office for further process.
- Developed spreadsheets utilizing Microsoft Excel to track project progress or analyze financial data.
- Handled incoming and outgoing correspondence, including e-mail.
- Monitored and directed work of lower-level clerks.
- Prepared meeting agendas, attended meetings and recorded and transcribed minutes.
- Scheduled meetings and coordinated materials to be distributed to attendees.

## EDUCATION AND TRAINING

06/2017

### **Bachelor of Science, Mathematics Mohanal Sukhadia University , Rajasthan**

- Completed M.sc in mathematics in 23.05.2020 with first grade.

## LANGUAGES

**Hindi:** First Language

**English:**

B1

Intermediate (B1)

## CERTIFICATIONS

- I have completed M.sc in mathematics in 2020 because of my interest for this subject.
- I have cracked SSC exams like SSC MTS , CHSL, CGL.