

Vishal Rajput

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OBJECTIVE:-

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Experience:-

EXECUTIVE ASSISTANT and COMPUTER OPERATOR
AMRIT MALWA CAPITAL LIMITED-Jalandhar, Punjab
Full-time January 2024 to November 2024

EXECUTIVE ASSISTANT and COMPUTER OPERATOR
Honda Motorcycle & Scooter India Pvt.Ltd-Jalandhar
Full-time December 2022 to November 2023

QUALIFICATION:-

BOARD	EXAM	PERCENTAGE	YEAR
P.S.E.B	MATRIC (10TH)	72%	2018
P.S.E.B	COMMERCE (12TH)	81%	2020

Skills / IT Skills •

Microsoft word

Microsoft excel

Microsoft outlook

Tally prime 2.0

Organisational management

HOBBIES:-

Reading,

Learning new languages,

Chess