

Ashok Kumar

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CAREER OBJECTIVE

To join an organization, where I can apply my knowledge, quality, ideas, work to acquire new skills with a team of professionals and to provide value added work to the organization. Being young willing to do hard work for the growth of the organization, and exert full efforts to almost satisfaction to the seniors.

QUALIFICATION

Bachelors of Arts

(The University of Delhi)

Senior Secondary Education

(Central Board of Secondary Education. (CBSE)

Secondary Education

(Central Board of Secondary Education. (CBSE)

WORK EXPERIENCE

Sales Executive in Relaxo footwear pvt ltd. (2015-2018)

Data Entry operator in logistics sector. (2018-2020)

HR Executive in workstar manpower pvt ltd. (2023-2024)

TECHNICAL SKILLS

✚ MS Office and knowledge of the computer.

ADMINISTRATION

✚ Can handle multiple administrative work simultaneously.

✚ Ability to work closely with another department.

✚ Troubleshooting to rectify Challenges.

INTERPERSONAL SKILLS

✚ Make quick and accurate decisions.

✚ Ability to concentrate for long period of time.

✚ Can quickly build up a positive rapport with fellow work colleagues.

PERSONAL DETAILS

Language: English and Hindi

Marital Status: Unmarried

DOB: 23 December
1994.