



AMIT KUMAR

Date of birth 31/03/1993
9650384650
amikumarmanjhi93@
gmail.com

Professional Summary

Office Assistant with 4+ years' experience streamlining administrative tasks, managing complex schedules, and supporting executives in fast-paced environments. Proven ability to enhance office efficiency through meticulous record-keeping, proactive communication, and proficiency in MS Office Suite, ensuring seamless daily operations and contributing to team success."

Experience

Office Assistant

Sai Comunication • DELHI
May 2022 - May 2024

Preparing, scanning, and filing documents, and assisting with meeting minutes. Experience managing schedules, booking meeting rooms, and maintaining organization. computer literacy and experience with office equipment like printers and scanners. Interpersonal and soft skills, such as attention to detail, problem-solving, multitasking, and adaptability, are also crucial for success in the role. Answering/directing calls, managing emails, and handling incoming/outgoing mail and packages. Booking meetings, appointments, and travel arrangements. Knowledge of clerical work, front office coordination, and inventory tracking. Using Microsoft Office Suite, Google Workspace, and office equipment (printers, scanners).

DATA ENTRY OPERATOR

Ventures Security & Facility Management Pvt Ltd • DELHI
May 2024 - Apr 2026

Technical Skills: Advanced Excel (VLOOKUP, Macros, Pivot Table), CRM knowledge, and quick typing (30+ WPM). Updating and maintaining databases and records. Reviewing data for errors and correcting discrepancies. Generating reports and performing data retrieval tasks. Data entry, preparing reports, photocopying, and scanning documents.

Education

BA(Hons) Political Science

Delhi University • Delhi
Aug 2014 - Aug 2017

M.A(Hons) Political Science

IGNOU • Delhi
Jul 2018 - Dec 2020

12th in Arts

Sarvodaya Vidyalaya No-1 R K Puram • Delhi
Apr 2011 - May 2014

Advance Diploma Computer Application

Indira Gandhi Traning Institute

Interests

playing cricket

Languages

English

intermided

Skills

Critical thinking and decision making, leadership and management, Communication and interpersonal skills. Dependability, and Professionalism and strong work ethic.

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M.S
Office

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Advance Diploma Computer
Application

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