

CURRICULUM VITAE

PARAS RAM NISHAD

Add:- Gandhi Nagar Radha-Krishna
Mandir Beside Pandri Raipur.
Mo. No. 9770974087
Email:-Parashnishad44@gmail.com

KEY SKILLS/CORE COMPETENCIES

- Preparing, organising and storing information in paper and digital form
- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Updating computer records using a database
- Ordering office supplies
- Maintaining office systems
- Liaising with staff in other departments, e.g. finance, HR
- Working in an office.
- Test computer parts to ensure they work properly. Also identify and isolate defects
- Analyze information and recommend appropriate hardware to users.
- Retrieve data for analysis of system capabilities.

WORK EXPERIENCE :

(1) Dr. Bhimrao Ambedkar Memorial Hospital (Sanvida) From 14 July 2011 To April 2013.

- Welcoming patients, pharmaceutical representatives and vendors on the telephone.
- Person visitors and answering patient inquires. scheduling appointments for patients.
- Maintaining records and accounts of patients. assisting patients in filling medical.

(2) Activation Hub Officer To TATA Docomo In (NSB BPO. PVT. LTD.) From 15 May 2013 To 17

June. 2015 Devendra Nagar Raipur (c.g.)

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations

(3) Current Working AISECT (CVRU) State Office Telibandha Raipur (Back Office Work +Administration)

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary
- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.

- Maintaining files.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, MS Access, Power Point) IT-ITES, Hardware, Software & Networking.
 - Setting up workstations with computers and necessary peripheral devices
 - Checking computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
 - Installing and configuring appropriate software and functions according to specifications
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PERSONAGE ATTRIBUTES

- Active as well as proactive,
 - Self-motivated & Determined,
 - Disciplined, Punctual, Dependable,
 - Maintain apex level of confidentiality,
 - Powerful Leadership skills,
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ACADEMICS

- ❖ Msc.IT@ ISBM University Chhura, Gariaband, Chhattisgarh, India
 - ❖ BCA@ Dr. CV Raman University Kota Bilaspur, Chhattisgarh, India
 - ❖ 12th@ Chhattisgarh Board Of Secondary Education, Raipur, Chhattisgarh, India
 - ❖ 10th@ Chhattisgarh Board Of Secondary Education, Raipur, Chhattisgarh, India
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PERSONAL DOSSIER

Communication Address	-	Gandhi Nagar Pandari Tarai, Raipur, Chhattisgarh- 492004
Phone	-	+91 9770974087
Email	-	Parashnishad44@gmail.com
Marital Status	-	Married
Gender	-	Male
Languages	-	Hindi, English, Chhattisgarhi, Bangla

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Date:
Palace :

Paras Ram Nishad