

**Ashish Rohit**

Madhya Pradesh, Mandideep

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## Summary

Summary: Highly motivated and dedicated professional with a diverse background in both administrative and industrial settings. Possessing a Master's in Business Administration with a specialization in HR and Finance, I have demonstrated strong leadership and problem-solving skills throughout my academic and professional journey. In my administrative role as Assistant Registrar at SAM Global University, I have been responsible for overseeing general administration tasks, ensuring smooth operations within the Registrar Office. With a keen eye for detail, I handle note sheets, prepare meeting agendas, and maintain office files with utmost responsibility. My ability to effectively communicate and draft official correspondence has contributed to maintaining efficient communication channels within the university. Having spent considerable time in the industrial sector, I gained valuable experience as a Store In charge at NovaZing Pharma Pvt. Limited and as a Tetra Operator at Parle Agro Private Limited. These roles honed my organizational and management skills, as I successfully managed liquid section stores and coordinated packing line operations. As part of my professional development, I completed a comprehensive internship training at Magnum MSD Services Private Limited, focusing on HR administration. This exposure allowed me to design compensation packages, implement performance review procedures, and coordinate learning initiatives for employees. My knowledge of HRIS and ATS software further enhanced my capabilities in overseeing daily HR department operations. Throughout my career, I have showcased proficiency in MS Office applications, with excellent typing skills in both Hindi and English. My training certification in Digital Marketing and NSDC (PMKVY) Diploma in Retail Sales Associate have added valuable insights into modern business practices and market trends. Beyond my professional accomplishments, I actively engage in curricular activities, including NCC and NSS, and volunteer at Bhopal Management Association. My field of interest spans Indian Defense, Computer Science & Information Technology, and the dynamic world of Internet of Things & Artificial Intelligence. Punctuality, a quick-learning nature, and unwavering dedication to my work have been the cornerstones of my success. Moreover, I possess a disciplined approach to tasks and thrive on taking on new challenges with an entrepreneurial mindset. Outside of work, I indulge in hobbies such as watching action, adventure, horror, and sci-fi movies, and engaging in sports like volleyball and cricket. My passion for adventure extends to traveling, tracking, running, and cycling. As a motivated and skilled professional, I strive to contribute my expertise to further organizational goals and drive success in any venture I undertake. My strong ethical values and effective communication skills enable me to build lasting relationships and collaborate with diverse teams seamlessly. Date: Place: (Ashish Kumar Rohit)

## Education Details

DEGREE	PERCENTAGE	PASSING YEAR
SSC	62.3%	2014
HSC	58%	2016
Graduation	77%	2019
Post Graduation	71%	2023

## Preferred Location

Bhojpur, Bhilai, Bhopal

## Experience

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**1. Company Name:** SAM Global University, Raisen

**Designation :** Assistant Registrar

**Skills :** PIVOT Table, Budgeting, Interpersonal Skills., Critical Thinking., Social Media, Adaptability., Negotiation., Conflict Resolution., Management., Organization., Administrative skills., Project Management, Research, Analytical, Finance, Documentation, Presentation, Business Development, Database, Writing, Inventory, Regulatory, Correspondence, Human Resources, Recruitment, Management Experience, Governance, Computer Science, Training, Change Management, Administrative Support, Payroll, Business Administration, Financial Services, Performance Management, ERP, Spreadsheets, Computer Applications, Data Entry, Data Management, Human Resource, MS Excel, Phone Calls, Microsoft Office Suite, MS Office

**Total Experience :** 4.0

**Period** 2019-07-10 to 2023-08-17

## Additional Details

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<b>Course Name:</b>	Digital Marketing
<b>Duration:</b>	1
<b>Language:</b>	English
<b>Proficiency:</b>	Good

## Personal Details

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<b>Name:</b>	Ashish Rohit
<b>DOB :</b>	1999-06-19
<b>Marital Status:</b>	SINGLE
<b>Gender :</b>	MALE
<b>Phy Challenged :</b>	No
<b>Current Address:</b>	Ward No.14, Rahul Nagar Mandideep, District- Raisen, M. P. , Mandideep, Madhya Pradesh, India

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