

CURRICULAM VITAE

Rakhi namdeo

namdeorakhi0@gmail.com

7415647871

201 Ramas apartment indus town misrod Bhopal { M.P. }

~~~~~ PERSONAL STATEMENT ~~~~~

I am a confident and capable office assistant manager with over two years' experience in a range of businesses. I have a solid understanding of all core office management responsibilities, I am friendly and approachable, and I learn new skills fast.

I am now returning to the workforce after a period of absence while providing care for a relative, but am now ready and motivated to restart my career. For the past two year have taken on volunteering work as a part time office manager at a local charity to refresh my skills.

CORE SKILLS

- Capable with all common office management tasks
- Confident using Microsoft Office, SharePoint and file management software
- Friendly and approachable
- Highly organized, conscientious and professional
- Attentive, caring and eager to help those in need

~~~~~ EMPLOYMENT HISTORY ~~~~~

1 year experience as a Assistant Manager in Andromeda sales and distribution pvt ltd

Achievements

- Administrative skills. Back office assistants provide reliable, and timely support to the front office team, management and other employees. ...
- Ensured speedy processing of all documents

13 month experience as a computer assistant in a IASSCOM FORTUNE INSTITUTE OF TECHNOLOGY

Bhopal (mp)

- Help engineers with installation and maintenance of their work stations
- Monitor software and hardware issues including troubleshooting network problems
- Develop and maintaining computer operations related reports

~~~~~EDUCATION & QUALIFICATIONS~~~~~

Exam	Year of passing	Board\ University	Percentage
B.E.(C.S.)	2010	RGTU UNIVERSITY BHOPAL	65.00%
12 th	2005	M.P BOARD	70.00%
10 th	2003	M.P. BOARD	67.80%

~~~~~PROFESSIONAL DEVELOPMENT~~~~~

- 4 week training in "cmc ltd" In .net

~~~~~ADDITIONAL SKILLS AND PROFICIENCIES ~~~~~

- Microsoft Office, excel, power point,
- Html, internet friendly.

~~~~~ PERSONAL INFORMATION ~~~~~

Name : Rakhi namdev  
Husband name : sachin kumar  
Sex : Female  
Nationality : Indian  
Hobbies : Making friends , listioning music,Reading.  
Permanent Address : Bhopal (M.P.)  
Phone No : 7415647871  
Date of Birth : 27-01-1988

**DECLARATION**

I declare that the information provided above is true to the best of my knowledge.

**DATE :**

**RAKHI NAMDEO**