

RAVINDRA KUMAR DAPKARA

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Career Objective:-

To be a part of reputed organization this provides a steady career growth along with job satisfaction, Challenges and to give valuable contribution in the growth of organization.

Summary:-

Consummate professional dedicated to making the lives of busy executives easier. Prepare well researched and accurate documents, manage busy calendars and efficiently handle daily office tasks.

Experience:-

Operational Executive

Mahendra Educational Pvt Ltd Indore, July 2017 to Till now

- Assist the team with data input of routine reports and filing.
- Process all incoming and outgoing calls accurately and courteously.
- Online and Offline work for company product Sales, marketing and branding.
- Provide assistance in general administrative activities.
- Create and maintain expense reports utilizing the Concur expense system.
- Maintain daily branch schedule and stock.
- Create and manage daily account report and cash related work.
- Maintain all office related file and employee biometric on daily basis.
- Resolve all technical work related to camera, server, smart lab, projector and internet related issue.
- Office opening and closing work and manage all infra, IT and operational work.

Technical Skills:-

- **Operating Systems** : Work on Windows XP/7/8/8.1, Linux etc.
- Proficient user of MS Office (Word ,Excel, Power Point, Access and Outlook)
- Proficiently use of internet and other office usable software.

Certification:-

- Learning of C, C++, and Data structure by Universal Informatics Indore.
- Complete 4-week training in Embedded Systems by Tecoze Solution Indore.
- Complete PLC & SCADA automation by Sofcon India Pvt Ltd., Bhopal.
- Fundamental of Digital marketing by Google learning.
- Expert in Excel by Udemy.

Workshops and Seminars Attended:-

- Participation in 3-days Entrepreneurship Awareness Camp conducted by MPCON LIMITED under the Sponsorship of NSTEDB, Department of Science and Technology, Govt. of India, New Delhi.
- Two day workshop on AUTONOMO ROBO EXPLORADOR organized by DRMZTECH, Bhopal.

Positions of responsibility:-

- Work as an admin, sales, marketing, branding, clerk, cashier, technical assistance, personal assistant, schedule maintainer, customer relationship executive, Business development etc.
- To responsible daily, weekly and monthly branch related target.
- To assist junior staff and outsource.
- To maintain clean, positive and friendly environment of office.
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Educational Qualifications:-

Qualification	Board/University	Institute	Year	Percentage/CGPA
B.E. in ECE	RGPV, Bhopal	Acropolis Technical Campus, Indore	2015	6.53
12 th	BSEMP, Bhopal	Jain Boys H S School, Mandsaur	2011	80.00
10 th	BSEMP, Bhopal	Govt High School, Kurawan Mandsaur	2009	71.66

Personal Profile:-

Date of Birth: June 15, 1993

Father's Name: Mr Shiv Narayan Dapkara

Languages Known: Hindi and English

Strengths: Strong problem solving skill, Honesty, Adaptability, Flexibility, Quick learning

Hobbies: Surfing internet, Listening to music, Cooking

Permanent Address: V+P- Bani, Teh. - Shamgarh, Dist. - Mandsaur (M.P.) 458888

Declaration:-

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: Indore

Date:

Ravindra Kumar Dapkara