

CONTACT ME

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 429/E Raj Nagar, Airport
Road, Indore-452002

PROFILE

Experienced Office Assistant with 4.5 years of proficiency in administrative tasks, including scheduling, record-keeping, and office organization. Skilled in providing efficient support to management and staff, ensuring smooth daily operations.

SKILLS

Microsoft Office
Vendor Management
Graphic Designing
Tally ERP
Content Management
Hindi Typing

INTEREST

Social Work
Poetry Writing
Travelling

PUSHPENDRA PATIDAR

Office Assistant

➤ WORK EXPERIENCE

MANGO IT SOLUTION

Office Assistant

03/2023-Present

TESTMITRA (SANKALP EDUCATION)

Office Assistant

01/2022-02/2023

B.MITTAL & COMPANY

Office Assistant

01/2020-01/2023

➤ EDUCATION

Post Graduate

Master of Social Work

07/2020-09/2022

DAVV University

Graduate

Bachelor of Commerce

06/2017-05/2020

DAVV University

➤ VOLUNTEER EXPERIENCE

Robin Hood Army

Volunteer to get surplus food from restaurants and community to serve less fortunate people.