

RAVINDRA KUMAR DAPKARA

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Address: V+P-Bani, Teh-Shamgarh,

Dist- Mandsaur (M.P.) 458888

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. Serve as an effective gatekeeper, 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.
- 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 and it related issue.

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.

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.

Positions of responsibility:-

- Work as a admin, clerk, cashier, technical assistance, librarian, schedule maintainer, customer relationship executive 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.

Educational Qualifications:-

Qualification	Board/University	Institute	Year	Percentage/CGPA
Graduation (BE)	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: Mandsaur

Date:

Ravindra Kumar Dapkara