

Md wasit

Mob no- 7462844042, 9135905757

Email id- itwas1230@gmail.com

Add- Jat dumri, punpun,

Dist- Patna

Bihar 804453

CAREER OBJECTIVE

Seeking job opportunity as an Office Assistant with progressive organization where I can utilize my skills & contribute to the growth of the organization.

PROFILE SUMMARY

- Excellent Written & Communication Skills
- Ability To Prepare Documents, Reports, Spreadsheets & Presentation
- Excellent Organization & Time Management Skills
- Ability To Perform Daily Administrative Operation & Duties
- Ability To Maintain Office Data & Records
- A Team Player With Optimistic Attitude

EDUCATIONAL QUALIFICATION

- B A from Patliputra University Patna In Year 2021
- Intermediate From D.N College Masaudhi Patna In Year 2018
- High School From B.S.E.B Patna In Year 2016

CERTIFICATION

- Diploma in computer Application in year 2018
- Kushal yuva program (KYP) in year 2016

TECHNICAL PROFICIENCY

- Ms office
- Pc hardware maintain
- Ship rocket software

PERSONALITY TRAITS

- Proactive
- Organized
- Detail oriented
- Flexible

Personal information

Name	:	Md wasit
Date of birth	:	24/03/1999
Language known	:	HINDI & ENGLISH
Hobbies	:	Driving
Current address	:	Rajendra Path, Opp- CDA Building Patna Bihar

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge

Date

Place

md wasit

signature