

# Prafful

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## **Personal Statement**

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To obtain a position that allows me to utilise my technical skill, experience and willingness to learn in making an organization successful.

## **Education**

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- Diploma in Chemical Engineering Passed From Guru Nanak Dev Institute of Technology Rohini Sec 15 Delhi in 2021.
- 10<sup>th</sup> Class Passed from CBSE in 2017.

## **Languages**

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- **English** – Normal
- **Hindi** – Good

## **Specialized Skill**

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- MIS Executive with good knowledge of V-Lookup, H-Lookup, Pivot Table, Sum, Count, etc. in Microsoft Excel
- Good interpersonal and communication skills
- Proficient knowledge in using Microsoft Office Applications
- Good Typing Speed Approx 40.

## **Employment History**

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### **RBC Law Firm [2 Years]**

#### **Back Office Executive**

##### **Duties:**

Preparing data and files of finance related client cases Take follow-ups, update and manage data of all cases on excel for final report.

### **MANISH TRANSPORT COMPANY [1 Years 3 months]**

#### **SUPERVISOR**

##### **Duties:**

Received Material & Make Bilty of Material Maintain Stock Dispatch Material according to their Location(Place) Take follow-ups, update and manage material of all on excel for final report.

## **Other Interests**

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Listening New Song  
Playing Football