



Akash Chaudhary

Seeking New Opportunities

Profile

Experienced Professional with a strong track record of efficiently managing office operations. Proficient in administrative tasks, calendar management, document preparation, and communication. Adept at multitasking, prioritizing, and fostering positive working relationships with vendors and team members. Skilled in problem-solving Committed to maintaining confidentiality and ensuring a well-organized, productive office environment. Seeking to contribute my expertise and dedication to an organization in

Work experience

NIF PVT LTD

STORE INCHARGE / 1 YEAR

TORRENT FARMA

CEUTICALS LTD PRODUCT

CHECKER / 6 MONTHS

Education

Bachelor Of commerce

Ram Krishna vidyawati mahavidyalaya,
sakaran, unnao

2023

Diploma In computer

Advance diploma in computer application

2021

Xth

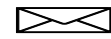
Krishna public inter collage, Lucknow

2023

XIIth

Krishna public inter collage, Lucknow

Contact



Email

aakash07576@gmail.com



Phone

7081598624



Address

Chandroday nagar davepur
Para, Rajaji puram, Lucknow
Utter Pradesh, 226017

Skills

➤ **Tally**

❖ Payroll

❖ Currency

❖ GST

❖ Budget

❖ Dataentry

➤ **Microsoft Office**

❖ Basic Excel

❖ Basic Power point

❖ Basic Word

Languages

➤ **English** Fluent

➤ **Hindi** Fluent

Personal Details

Father's Name: Mr. Anand
chaudhary

Date Of Birth: 14 Apr 2005

Martial Status: Unmarried