

# RAHUL RAKESH THAPA

AHMEDNAGAR MAHARASTRA INDIA

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## OBJECTIVE

Seeking for substantial responsibility where my past and varied experience would be Fully utilized in a career opportunity and where making a significant contribution to the Success of my employer which will gain me a career advancement opportunity.

## COMPENTENCY PROFILE

- Flexible and can easily object to new environment
- Able to work under pressure
- Self-motivated
- High achiever and hard working

## WORK EXPERIENCE

- Worked as PROMOTER IN MOBILE INDUSTRY FOR LAST 3 YEARS

## RESPONSIBLE

- Responsible for the Provides administrative support to ensure efficient operation of office
- Responsible for to attend all the phone calls and deliver to right person.
- Conduct all Organization and planning such as meetings for all Managers
- To support office staff from their busy schedule to carried out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone, e-mail, and mail ➤ Taking phone messages from clients.
- Sending emails to clients

## KEY SKILLS

- Self-confident sincerely hard work and punctuality
- Good learning & Listening abilities
- Good Knowledge about my work and self-motivated

## EDUCATION QUALIFICATION

- THIRD YEAR APPEAR IN B.COM
- HSC from Savitribai Phule, Pune University with 63% (Year 2020)
- SSC FROM PUNE UNIVERSITY 73% (2018)

## PERSONAL DETAILS

Date of Birth	: 10-11-2002
Nationality	: Indian
Religion	: Hindu
Gender	: Male
Marital status	: Unmarried
Language	: Hindi, English and Marathi
Passport No.	: U2832258

## DECLARATION

I certify that all the details provided above are all correct according to my knowledge and belief.

**RAHUL RAKESH THAPA**