RESUME

VIKASH RATHORE

***MOBILE: 9991291282***

***E-MAIL: VIKASHRATHORE092@GMAIL.COM***

**Permanent Address:**

**S/O SANTLAL RATHORE**

**VILLAGE: REWARI KHERA**

**PO: REWARI KHERA**

**DIST: BHIWANI, PIN: 127027**

**HARYANA**

**Profile at a Glance**

* Proficient to work and perform under high-pressure situations and meeting deadlines, to contribute to organizational growth and profitability.
* Seeking a challenging career in the area of office Administration.

#  PROFESSIONAL SKILLS AND KNOWLEDGE

**Computer Literacy:-**

* Knowledge of computer with MS-Word, Excel & Power Point.
* Hardware handling.

**Proficiency in languages:-**

* Hindi, English

# Strengths

* Analyzing & problem solving & ready to learn abilities
* Good communication skills

# Qualifications

1. **10th** from Board of School Education Haryana (BSEH), bhiwani, In200­8, obtaining 74% marks.
2. **12th** from ICSE BOARD, Ballari, KARNATKA. In 2013**,** obtaining 77% marks.
3. **BACHELOR OF BUSINESS MANAGEMENT** from Ballari Business College with 71% marks.

**Personal Particulars**

Father’s Name : Sh. Santlal Rathore

Date of Birth : 19 DEC 1992

Gender : Male

Marital Status : Married

Nationality : Indian

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am offered an opportunity to work. I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

Place : ………………

Date :………………. (**VIKASH RATHORE)**