

RESUME

HIMANSHU RAI

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**Add: 1-8/614, Shai Ganesh Darshan Chs, Sariput Nagar,
Andheri East Mumbai 400093, Maharashtra.**

Software Knowledge:

- Excel:-
 - Proficient in basic Excel functions, including data entry, formatting, and simple formulas.
 - Comfortable navigating Excel spreadsheets, performing data input, and utilizing basic formulas for calculations.
 - Capable of navigating through Excel interfaces, managing multiple sheets, and performing basic file operations.
 - Knowledgeable in utilizing basic Excel functions such as SUM, AVERAGE, and COUNT for simple calculations.
 - Manipulate date, time, text, and arrays & Building charts and graphs
- Word
- Power Point

Education Qualification:

Examination	School / College	Board / University	Year of Passing	%
S.S.C	B.N.C.S. CHANDAULI VARANSI	CBSE	2014	9 CGPA
H.S.C	S.R.U.P.I.C JAKHANIA GHAZIPUR.	UP BOARD	2018	68.2%
B.C.A	M.G.K.V.P VARANSI	M.G.K.V.P VARANSI	2021	58.19%

Professional Experience:

Working as “HR Admin Assistant” in Datamini Technologies India Ltd.

Responsibilities:

- Maintaining daily attendance of branch employees.
- Doing new employees biometric registration.
- Coordinating with new candidates/ guests.
- Travel booking (Air/Train/Bus/Car), Hotel booking for employees & guests.
- Coordinating with travel agent for ticket booking.
- Checking invoices, Making records and approving the bills.
- Making all office related services record & arranging services on time like, Keeping track of AMC, Renew contract and services of water purifier, Servicing & mantaining record of Fire extinguisher, Air conditioner, Arranging pest control.
- Making records of all office vihecals paper work, like Insurance, Claims.
- Purchase of Stationery, Printing of Stationery planning and payment.
- Making entry gate passes of concern person.
- Courier booking and preparing there records.
- Making payment of Utility bills on respective online portal, Like Electricity Bill, Phone recharge.

Personal Details:

Date of Birth : 26 July 1998
Nationality : Indian
Languages Known : Hindi
Hobbies : Listening Music

Date:

Place : Mumbai

(Himanshu Rai)