

ADITYA



Lidhran , Jalandhar city (144004) PUNJAB



8360172569



adityak02819@gmail.com



➤ SUMMARY

Detail-oriented and organized Clerk / Office Assistant with strong administrative, record-keeping, and communication skills. Experienced in handling office documentation, data entry, Maintain records Final inventory ,Processing and Management of Payout's & Payroll, cash Handling and day-to-day administrative operations. Proficient in MS Office, Excel, visual Captor and maintaining accurate records with efficiency and confidentiality. Known for multitasking, teamwork, and providing professional support to ensure smooth office operations. Reliable, punctual, and committed to maintaining a productive and well-organized work environment.

➤ SKILLS

- ✓ Basic Computer knowledge
- ✓ M.s Word , Excel, Catpro
- ✓ Data handling /record keeping
- ✓ Make Payout's
- ✓ Good in Team work
- ✓ Cash Handling
- ✓ Basic Knowledge of HRMS Software
- ✓ Inventory Management

➤ PROFESSIONAL EXPERIENCE

❖ **Gold Range castings Pvt. Ltd. (21st June 2024 - Present)**

❖ **CLERK / OFFICE EXECUTIVE**

- ✓ Office administration and coordination
- ✓ Maintenance of records, including final inventory stock
- ✓ Processing and management of payouts & Payroll

- ✓ Efficient handling of data, documentation, office records
 - ✓ Maintain Gate pass /challan's Data
 - ✓ Cash Handling & P.O Making
 - ✓ Prepare day to day Casting Report & analyse it
 - ✓ Coordinate with different departments to ensure smooth work
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➤ EDUCATION

(2020-2021)

- ❖ **High school Commerce** – ST. Soldier Group of Institutions REC (NIT) Jalandhar city

(2021 - 2024)

- ❖ **Graduation B.com H** – CT. Group of Institutions CTIMIT (Maqsudan Jalandhar city)

(2024 - 2026)

- ❖ **Post-Graduation MBA (HR,MIS)** – ST. Soldier Management and Technical Institute REC (NIT) Jalandhar city
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➤ LANGUAGES

- ✓ **Hindi:** Expert
 - ✓ **Punjabi:** Expert
 - ✓ **English:** Intermediate
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➤ INTEREST'S

- ✓ Music
 - ✓ Tecchnology Enthusiast
 - ✓ Reading spiritual Book's
 - ✓ Learning New Things
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- **Declaration :** I hereby declare that the information furnished above is true to the best of my knowledge and belief.
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