



Karan .

Assistant

Contact

Address

Hoshiarpur, India 146001

Phone

+91 781 4999768

E-mail

kumarkaran89399@gmail.com

Skills

Document control

Schedule and calendar management

Relationship building

Administrative tasks

Billing and coding

Sorting and labeling

Bookkeeping

Verbal and written communication

Languages

Hindi

Bilingual or Proficient (C2)

English

Upper intermediate (B2)

Punjabi

Bilingual or Proficient (C2)

Haryanvi

Upper intermediate (B2)

Strong communicator with excellent organizational and time management skills. Efficiently manages multiple projects simultaneously while adhering to strict deadlines. Possesses excellent problem-solving skills and ability to think and act quickly to find creative solutions. Experienced individual providing high-quality administrative support to various departments. Highly organized and detail-oriented with great multitasking and task prioritization skills.

Work History

2019-02 -

Assistant

2019-12

Varun Vaid , Hoshiarpur

- Greeted guests in with friendliness and professionalism.
- Assisted manager in all aspects of business operations.
- Worked closely with management to provide effective assistance for specific aspects of business operations.
- Answered incoming phone calls to process requests, transfer calls, or relay messages to appropriate personnel.
- Developed and maintained filing systems to facilitate easy access to information.
- Monitored and ordered supplies and materials to keep office well stocked.

Education

2020-04 -

Master Of Science: Mathematics

2022-09

Government College, Hoshiarpur - Hoshiarpur, Punjab

2016-05 -

12th: Science Education

2017-03

S.D. Sr. Sec. School - Hoshiarpur, Punjab

2017-05 -

Bachelor Of Science: Science Education

2020-09

Government College, Hoshiarpur - Hoshiarpur, Punjab

Additional Information

I am karan and i am graduate in science and post graduate in mathematics. I am very punctual on time. I do various activities on time. I am very hardworking and healthy person. I can face all the challenges.

Interests

Farming Activities, Bookkeeping and Hepler, packer, housekeeper, cleaner