



## ANKIT KUMAR SAGAR

VILL-NAGLA KAMAL POST-KUNDARKI TEH-BILARI DIST- MORADABAD STATE-UTTAR PRADESH PIN  
CODE- 244413

9639909205 | ankitbhai205@gmail.com

### Objective

To seek a position where I can utilize my skills the growth of organization and where work is a way of life no routine. Pursue goals even the face of difficulties and converts those difficulties in to opportunities. Desire a position with career growth potentials.

### Education

- **UTTAR PRADESH BOARD** 2012  
10th  
73%
- **UTTAR PRADESH BOARD** 2014  
12th  
57%
- **MJPR UNIVERSITY BAREILLY** 2017  
Graduation  
48%
- **NIELIT** 2015  
CCC COMPUTER COURSE  
B
- **IGM COMPUTER CENTER**  
ADCA COMPUTER COURSE .(Tally, MS Excel, internet,email)

### Skills

- Should be honest, respectful, and trustworthy.
- Correspondence Email Mail Mailings Typing Word Processing Written Communication Customer Service Directing Visitors Flexible Friendly Greet Guests Interpersonal Positive Attitude Reliability Welcome Visitors

### Duties And Responsibilities

- ☒ Monitoring the use of equipment and supplies within the office.
- ☒ Dealing with queries or requests from the visitors and employees.
- ☒ Coordinating the maintenance and repair of office equipment.
- ☒ Assisting other administrative staff in wide range of office duties.
- ☒ Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- ☒ Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- ☒ Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- ☒ Make sure the office premise is clean.