

PAPPU SINGH RAWAT

Email ID: pppsingh15@gmail.com,pappusinghrawat@yahoo.com

Address: C-22, Shastri Park Extension, Near
Nathupura More, Burari , New Delhi-110084

Phone:+918527900411,+918130614264

CAREER OBJECTIVE

To work in a reputed organization where I can show my capabilities and earn appreciation for the same & contribute to its prosperity through my hard work skills and practical knowledge gained so far during my working experience

QUALIFICATION

- B.A. Pass from University of Delhi 2013
- Senior Secondary examination from Uttarakhand 2010
- Secondary school examination from Uttarakhand 2007

PROFESSIONAL EXPERIENCE

- Currently working with **IL&FS Energy Development Company Ltd.** since December 2015 as **Sub Staff (Level I)** along with an additional responsibility of **Admin Assistant**. Key Jobs as **Admin Assistant** include :-
 1. Processing Travel bills in Axapta
 2. Taking care of pantry items and related expenses
 3. Taking care of stationery items and related expenses
 4. Processing Vendor's bills and coordinating their timely payments
- Worked with **IL&FS Energy Development Company Ltd.** (On the payroll of Ashirbad Group of Company) as **Office Assistant (MD's Office)** from August 2012 to December 2015
 1. Maintaining Personal and Official records and files of MD Office.
 2. Taking care of meeting arrangements like Conference Room booking, IT related arrangements, arranging High Tea and Lunch.

- Worked with **Tata Power Delhi Distribution Limited**. (On the payroll of Layam Flexi Solution Pvt Ltd.) as **Office Assistant** from November 2011 to July, 2012
- Worked with **Ashirbad Group of company** as **Assistant** from March, 2011 to November, 2011

COMPUTER PROFICIENCY

- Basic Knowledge of MS Office (Word & Excel)
- Basic Knowledge of SAP

KEY STRENGTH

- Positive Attitude
- Quick Learner
- Completely Devoted to Work
- Self Confidence
- Socialist

PERSONAL DETAILS

Date of Birth	:	June 25, 1991
Father's Name	:	Mr. Amar Singh Rawat
Hobbies	:	Playing Cricket and Listening Music
Language Known	:	English and Hindi
Marital status	:	Married

I hereby declare that the above mentioned information is correct and true to the best of my knowledge and belief

Date:

Place: New Delhi

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