

ROHIT PAUL

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rohitpaul597@gmail.com



CAREER OBJECTIVES:

To work in an organization where i am able to contribute to the growth and profitability of the organization with my skills and in terms get an idea and opportunity to gain exposure and expertise that would help me to build a promising and successful career.

PERSONAL TRAITS & STRENGTHS:

- ◆ Confidence
- ◆ Ability to manage number of tasks simultaneously
- ◆ Good Communication Skills
- ◆ Positive and Learning Attitude
- ◆ Strong conceptual, analytical and evaluation skills

WORK EXPERIENCE:

1. Worked around 7 Months (Dec 2019 – June 2020) as Office Assistance at **Aggarwal Traders** (Tractor Equipments Dealer Firm).
2. Worked from 29th July, 2020 – 30th April 2021 as Operations Executive at **Emozi Technologies & Services Pvt. Ltd.** (Aggregator App based Company).
3. Worked from 19th April 2021 – 4th Aug 2021 as Customer Relationship Officer at **BLACKBUCK.** (Zinka Logistics Solutions Pvt. Ltd, India's largest trucking platform)
4. Working since 1st Aug – To till date as Associate Chief Proctor at **NSEIT Limited Guwahati.** (Global Technology Enterprise)

ADDITIONAL WORK EXPERIENCE:

1. Working as an Office Clerk at **R J Educational Trust.**

ACADEMIC QUALIFICATION:

- Passed HSLC from Pragjyotish School (CBSE) in 2012.
- Passed HSSLC (Commerce) from West Guwahati Commerce College (AHSEC) in 2014.
- Passed Graduation (B. Commerce) from West Guwahati Commerce College (GU) in 2017.

ADDITIONAL QUALIFICATION:

- ❖ Certified Industrial Accountant plus Course from **Institute of Computer Accountants, Maligaon.** (MSOffice, TallyERP 9, etc.)
- ❖ **Fundamental of Digital Marketing from Google Digital Garage, USA (Distance**

Other Necessary Requirements Clarifications:

- Can drive two wheeler very well.
- Familiar with Guwahati geography and directions.

PERSONAL DETAILS:

Name: Rohit Paul
F/Name: Haradhan Paul
Sex: Male
DOB: 25-03-1996
Present Address: By-Lane No. 3, Dhaniram Kachari Path, Garchuk, Near Nisha Dhaba, Guwahati – 35, Kamrup (M), Assam, India.
Marital Status: Single.
Language(Speak): English, Hindi, Assamese, Bengali.
Language(Write): English, Hindi, Assamese, Bengali.

I hereby declare all the above statement made by me are correct and true to the best of my knowledge and believe.

Place - Guwahati

Date -

Yours Sincerely,

Rohit Paul