

SANKET JOSHI

ADMIN OFFICER

A methodical approach.
Strong communication skills,
both verbally and written.
Excellent attention to detail.
Strong numeracy skills.
Good typing and note taking
skills i.e. a minimum of 30
words per minute.
Knowledge of any relevant
Payroll, HR and staffing issues.

PERSONALITY HIGHLIGHTS

- Cheerful disposition
- Neat and well-organized
- Motivated by problem
solving
- Independent worker
- Works well with deadlines
- Collaborative and efficient

CONTACT DETAILS

158, 59 ankur appt, shastri
lay out,
Near somalwar high school,
Khamla, Nagpur:-440025

sanketsrk786@gmail.com

: 9309700187

BASIC INFORMATION

Able to do repetitive and mundane administrative tasks.
Proactive and accurate in everything that you do.
Highly efficient in the use of Microsoft Outlook, Excel and
Word.

EDUCATION

B.COM (Y.C.M.O.U.)
Year of 2015 60.58%

Diploma in Animation Film Making (3 Years Diploma)
ZEE University
Year of 2010 (A Grade)

H.S.C.
Year of 2007 37.83%

MS-CIT
Year of 2005- 75%

S.S.C
Year of 2005 46%

PROFESSIONAL EXPERIENCE

Administration Officer, Techtute Structures Pvt Ltd
Nagpur, May 2018-present

Administration Officer, Cine Academy
Nagpur, October 2015 - April 2018