



GOURAV KUMAR OJHA

Administrative Assistant

Technologically savvy and goal oriented Administrative Assistant. Skilled in prioritising and completing tasks.

✉ gouravojha12345@gmail.com

📍 OJHADIH, POST-KATANIA, P.S-TUNDI, DHANBAD, India

📄 quora.com/profile/Gaurav-Kumar-16060?ch=10&oid=1319442925&share=7a21861e&srid=uqeQpZ&target_type=user

📞 07320052707

🐦 mobile.twitter.com/gko12345

📷 instagram.com/gaurav.ojha.17.12

EDUCATION

Xth

Jawaharlal Nehru Memorial Senior Secondary school, Digwadih Dhanbad Jharkhand

2015

9.2 CGPA

XIth

Indian school of learning PO Jharla Dhanbad Jharkhand

2017

80.2 percent

GRADUATION

Binod Bihari Mahto Koyalanchal University, Dhanbad

2018 - 2021

8.67 (First Class With Distinction)
university topper, Gold medalist. 🏆

Bachelor of science

- Geology (Hons)
- Mathematics (Generic elective)

WORK EXPERIENCE

Tutor (Part time)

Ramanujan classes

2017 - 2018

lit jee preparation institute

Dhanbad

Editor

Anthracite Newsletter.

02/2021 - 10/2021

A newsletter of P.K. Roy memorial college, Dhanbad

Mission

- To promote the ethics of higher education for empowerment of rural youth and neighbouring areas.
- To aspire and encourage the younger generation for higher education.

Contact: hodgeology@pkrmc.in

Dhanbad

SKILLS

Verbal and written communication

Organisation

Customer service

Efficiency

Professionalism

Microsoft office

PROJECTS

Innovative approach and Recent advances.

- I managed (as overall coordinator) two days international level Workshop on Innovative approach and Recent advances. YouTube link- https://youtu.be/Dqi_pk4qzXU

ACHIEVEMENTS & AWARDS

Protolith (IIT BOMBAY)

Cross cut (debate) winner. Topic- K-T mass extinction being linked to deccan volcanism

Putus(P.K.Roy Memorial College, Dhanbad).

Debate Winner. Topic- CAA and NRC.

CERTIFICATES

Diploma in computer Application

Fundamentals of digital marketing.

Course accredited by Interactive Advertising Bureau Europe and The Open University.

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

BANGLA

Full Professional Proficiency

KHORTHIA

Full Professional Proficiency

BHOJPURI

Full Professional Proficiency

INTERESTS

Volunteering and community involvement

Writing

Learning languages

Photography

Travel

Reading

Yoga