



Aashish Kumar

OFFICE BOY cum STORE INCHARGE

Contact Details

ag993406@gmail.com
918051773048
Naya Bazar , Sherghati -
824211(GAYA), BIHAR
Male
2 - 2 - 2000
829844341395
INDIAN
Status : Single

Skills

Ms office , Data analysis(DPR)
Handling Employees

Languages

English , Hindi

Projects

Several Projects (electr.Dept)
PHC trans. upgrade
100 KVA augmentation

Interest

Cricket , International Relations ,
Defence Facts

Achievements

inter-school cricket championship
winner 2015

Objective

seeking for a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

OMAC Electricals Pvt Ltd•
OFFICE ASSISTANT
From: 2 - 10 - 2020 To:20 - 9 - 2021

Qualification

Vinoba Bhave University, Hazaribag
Graduation in Literature
6.89 CGPA
10 - 11 - 2020

St. Columba's College , Hazaribag
Intermediate in PCM
76.2 %
30 - 5 - 2017

Al-momin intl. School , Bisunpura
Matriculation
10.0 CGPA
9 - 5 - 2021



Together we make glowing India

November 01, 2021

To whom it may concern:

The purpose of this letter is to certify that Mr. Aashish Kumar worked as Asst. Store incharge cum Office boy at Omac Electrical Pvt Ltd. from Oct 2, 2020, to Sep 20, 2021.

During this period, his services were excellent, and the dedication and time she has given to the company are admirable.

He started as a Office boy at Omac Electrical Pvt Ltd. and was able to get promoted in just Four months.

Her roles and responsibilities include-

- Screening, interviewing and hiring staff
- Handling employees grievance and providing legal support to employees
- Handling clients/Govt.officials order and queries
- Monitoring stocks and site planning
- Making sure that health and safety legislation is followed
- Preparing DPR (Daily Progress Report) and maintaining master progress report of ongoing projects on company's mob apps.

We hope and pray that her future is a bright and successful one.

Should you have any questions, feel free to email us or call our office during office hours.

Sincerely,

Himanshu Ranjan

Co-Founder & Director

OMAC Electrical Pvt Ltd.

OMAC Electrical Pvt. Ltd.

Vill-Naudiha, PS-Gurua, Sherghati, Gaya, Bihar, 824205

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Mob No - 7033336559

GST No - 10AADCO1921C1ZC

CIN No - U52599BR2020PTC046809