

SAHIL VERMA

Office Administrator

📍 Haridwar, Uttarakhand

✉️ sahil.verma15231@gmail.com

📞 7895212535

PROFILE INFO

"Detail-oriented Administrative Assistant with experience in data management, Excel reports, and email communication. Skilled in organization and team coordination, seeking to contribute to a dynamic administrative team."

EXPERIENCE

2024

Bejagruk

Social Media Manager

- Managed daily posts and content updates on social media handles for a news page.
- Engaged with followers and monitored audience interaction to boost engagement.
- Make Google Web Stories on Wordpress.

2021 - 2023

IMC - Sidicul, Haridwar

Warehouse Supervisor & Office Administrator

- Maintained daily documentation of incoming and outgoing materials.
- Coordinated workflow and task delegation between warehouse helpers to ensure smooth operations.
- Tracked vehicle deliveries from the warehouse and updated other branches on the status.
- Managed stock updates in Excel, ensuring accurate documentation of warehouse inventory.

EDUCATION

2021 - 2024 | Garhwal University

Bachelor of Computer Application

Basic knowledge of C#, HTML, and database management.

Central Board of Secondary Education

10th & 12th

Subjects - Physics, Chemistry & Maths.

SKILLS

- Computer Basics
- AI Tools and Tricks
- Social Media Management
- Video Editing
- Effective Communication
- Teaching

REFERENCE

Mr. Vipin Kumar

Addl SP

LANGUAGES

- English
- Hindi