

# **SANDEEP RATHOD**

564/8 SANKARKUNJ BHAVAN

NAHRU NAGAR (M.P)

Mob. No. :- 7415666370

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## **CAREER OBJECTIVE**

To work in an organization that offers unique challenges and a dynamic environment where I can use my knowledge and skill to the maximum and contribute in the growth of organization.

## **PRÉCIS**

- Presently working with Laxmi motors, Indore as Senior Billing& Discpatch (Auto and used Two Billing).
- Skilled in handling workforces, maintaining amicable work environment in the optimizing and taking steps for the benefit of the organization.
- Abilities in developing, enhancing, implementing systems & procedures for enhancing service deliveries, optimizing processes; escalating revenues & profitability.
- Strong organizer, motivator, team player with successful track record in directing from original concept through implementation to handle diverse market dynamics.

## **EDUCATION QUALIFICATION**

- Completed B. Com with computer from D.A.V.V., Indore with 44.55% in year 2023
- Completed 12<sup>th</sup> from M.P. Board, Indore with 57.00% in year 2011
- Completed 10<sup>th</sup> from M.P. Board Indore with 47.50% in year 2009

## **OTHER QUALIFICATION**

- Basic Knowledge of computer
  - MS Office
  - Internet and Email.
- Diploma in DCA.

## **WORK EXPERIENCE**

- Working with **kasliwal Honda** in New and Pre-owned Two wheeler Billing & Rto Services .
  - Provide all the RTO Choice Number Management in customer
  - Handling external or internal communication regarding
  - Processing of documents for rto
- Worked with **Laxmi motors** as **Administrator Works** since Oct 2018 to continue
  - Maintains office services by organizing office operations and procedure and stocks keeping.
  - Preparing payroll
  - Record keeping & billing.

- Organizing, arranging and coordinating meetings.
- Controlling correspondence; designing filing systems
- Reviewing and approving supply requisitions, assigning and monitoring clerical functions and all the necessary stocks reports
- Handling external or internal communication.

### **HOBBIES**

- traveling, listen music.
- Keep and watching National and International News.

### **PERSONAL INFORMATION**

Name	:	Sandeep Rathod
Father's Name	:	Shri. Ashok RATHOD
Date of Birth	:	01/10/1992
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married

### **DECLARATION**

I hereby declare that till date all the above information is correct and best of my knowledge and belief.

**Place:** INDORE

**Date:**

**(SANDEEP RATHOD)**