

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 & Dispatch (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 12th from M.P. Board, Indore with 57.00% in year 2011
- Completed 10th 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)