

Ritesh Goel

Village & Post Office -Pragpur, Tehsil -Dehra Gopipur,
Distt. -Kangra, Himachal Pradesh-177107
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Objective

An organised and motivated employee capable of time management and working under pressure in all environments. Seeking to join Acme Corp as an Administrative Assistant to assist in ensuring good internal communications and budget management.

Experience

- Currently working as Insurance HOD in Sant Hyundai Kangra July 2022
- WORKED as Sale Manage in Mahesh Honda Kapurthala Punjab Feb2019-June2022
- Worked as SALES MANAGER and Insurance Incharge in Maa Baglamukhi Auto Yamaha Sunhet Dehra
Aug 2016-Mar2019
- Worked as insurance executive and sales executive with Maruti Suzuki Kangra Vehicleades Sunhet , Dehra, Kangra
Mar 2010 – Aug 2015

Education

- 10th Hp Board July2002
- 10+2 Hp Board July 2004
- ITI in Electrical MITC Pragpur July 2006
- Karnataka state open University (Distance Learning) Oct 2013

Technical Skills

- Softwares: Microsoft Office
- Operating Systems: Windows 7, 8 and 10

Strengths

- Ability to work in a team with diverse backgrounds
- Strong Interpersonal and Communication skills
- Strong commitment to quality
- Willing to learn and adapt to new opportunities and challenges

Activities

- Worked in planning and participated in state level lohri festival, Pragpur HP, India
- Organized “Cleanliness Awareness Drive” in Pragpur and nearby villages
- Represented school football team at zonal level
- Actively Participated and won prizes in curricular activities
- Actively Participated and won prizes in a Science Fairs and General Knowledge competitions

Personal Details

Date of Birth :	12 Aug 1985
Hobbies:	Swimming, Poetry, Cooking.
Languages Known:	English and Hindi.
Marital Status:	Married

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my Knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

(RITESH GOEL)