

ROHIT DHANWATE

CONTACT

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Manjari Bk. Pune

EDUCATION

HIGHER SECONDARY CERTIFICATION (H.S.C.)

2022

Percentage: 60%

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Bachlore of Commerce

2023

Percentage: 56.92%

SKILLS

- Maintain Office Work
- Time Management
- Leadership
- Effective Communication

LANGUAGES

English - Normal
Marathi - Fluent
Hindi - Fluent

PROFILE

I am a hardworking and responsible B.Com graduate with good communication and teamwork skills. I enjoy learning new things and working with others to achieve common goals. I have leadership qualities and can handle responsibilities with confidence. I am looking for an opportunity where I can improve my skills, gain experience, and contribute to the growth of the company.

WORK EXPERIENCE

St Associates & KK Consultancy

01 MARCH 2022 -
22 FEBRUARY 2023

Office Assistant

- Managed daily office opening and closing procedures.
- Maintained and organized office files, records, and documents.
- Welcomed visitors and provided basic information about the organization's services and agreements.
- Ensured the office workspace was well-maintained and ready for daily operations.
- Supported smooth day-to-day administrative activities.

Vasantdada Sugar Institute

10 JULY 2023 -
09 MAY 2025

Office Attendant cum Field Attendant

- Managed office opening and closing activities.
- Maintained, organized, and handled office files and records.
- Assisted in document movement between departments.
- Provided guidance and basic information to visitors regarding the organization's services and agreements.
- Supported administrative staff in daily office operations.
- Ensured a clean, organized, and professional office environment.
- Assisted with field-related tasks and official work as assigned.

FIT Voltaira India PVT.

10 JULY 2025 -
PRESENT

Machine Handler

- Working on Machine of organization.
- Associated with Air Sensors and Harness Machine of company.
- Managed office activities.
- Organising and maintaing office files and records.