



## Rahul Attar

**Date of birth:** 26/06/1985 | **Nationality:** Indian | **Gender:** Male | **Phone number:**  
(+91) 9988490003 (Mobile) | **Email address:** [rahulattar26@gmail.com](mailto:rahulattar26@gmail.com) |

**Address:** B-45/8, Ward No. 4, Mohalla Wadehrian, Shahpur Chowk, 145001, Pathankot, India (Home)

### ● ABOUT ME

Highly motivated and versatile professional with a proven track record in Administrative Assistant with 09 years of experience in Central Public Works Department, Govt. of India on Contract Basis, I excel in managing office operations, coordinating schedules, and providing exceptional customer service. Skilled in handling a wide range of administrative tasks and ensuring compliance with accounting principles and regulations. Advanced proficiency in accounting software, financial management with excellent communication skills and a proactive approach, I work collaboratively to support team members and deliver optimal results

### ● WORK EXPERIENCE

21/08/2014 – 07/10/2018 Gurdaspur, India

#### **ADMINISTRATIVE ASSISTANT M/S B.S. ELECTRICAL WORKS**

- Coordinated and managed daily schedules for executives and team members, ensuring efficient time management and smooth workflow.
- Prepared and organized documents, reports, and presentations, contributing to effective decision-making and communication within the organization.
- Maintained office supplies inventory, anticipating needs, and restocking to ensure uninterrupted operations.
- Supported meeting coordination, including agenda preparation, minute-taking, and follow-up action items.
- Managed accounts payable and accounts receivable, processing invoices, payments, and receipts accurately and promptly.
- Prepared financial reports, Reconciled bank statements, credit card transactions, and general ledger entries, identifying and resolving discrepancies, ensuring timely reporting to management.
- Handled payroll processing, ensuring accurate and timely payment to employees and compliance with tax regulations.

08/10/2018 – 27/04/2020 Jhakolari, India

#### **ADMINISTRATIVE ASSISTANT M/S SHAKTI OM ELECTRICALS**

- Coordinated and managed daily schedules for executives and team members, ensuring efficient time management and smooth workflow.
- Prepared and organized documents, reports, and presentations, contributing to effective decision-making and communication within the organization.
- Maintained office supplies inventory, anticipating needs, and restocking to ensure uninterrupted operations.
- Supported meeting coordination, including agenda preparation, minute-taking, and follow-up action items.
- Managed accounts payable and accounts receivable, processing invoices, payments, and receipts accurately and promptly.
- Prepared financial reports, Reconciled bank statements, credit card transactions, and general ledger entries, identifying and resolving discrepancies, ensuring timely reporting to management.
- Handled payroll processing, ensuring accurate and timely payment to employees and compliance with tax regulations.

28/04/2020 – CURRENT Mohali, India

#### **ADMINISTRATIVE ASSISTANT M/S FAIR DEAL ENGINEERS**

- Coordinated and managed daily schedules for executives and team members, ensuring efficient time management and smooth workflow.
- Prepared and organized documents, reports, and presentations, contributing to effective decision-making and communication within the organization.
- Maintained office supplies inventory, anticipating needs, and restocking to ensure uninterrupted operations.
- Supported meeting coordination, including agenda preparation, minute-taking, and follow-up action items.
- Managed accounts payable and accounts receivable, processing invoices, payments, and receipts accurately and promptly.
- Prepared financial reports, Reconciled bank statements, credit card transactions, and general ledger entries, identifying and resolving discrepancies, ensuring timely reporting to management.
- Handled payroll processing, ensuring accurate and timely payment to employees and compliance with tax regulations.

## ● EDUCATION AND TRAINING

---

Mohali, India

**UNDER GRADUATE** Punjab School Education Board

---

Website <https://www.pseb.ac.in/>

Bhopal, India

**HONORS DIPLOMA IN COMPUTER APPLICATIONS** AISECT

---

Website <https://www.rntu.ac.in/>

## ● LANGUAGE SKILLS

---

Mother tongue(s): **PANJABI; PUNJABI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B1	C2
<b>HINDI</b>	C2	C2	C2	C2	C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DIGITAL SKILLS

---

Microsoft Office (Ms Word, Excel, Access, Powerpoint, Project and Outlook) | Google Suite (Gmail, Drive, Calendar, Docs, Slide, Sheets, Meet, Keep) | Good listener and communicator | Team-work oriented | Video Conferencing Software (Zoom, Teams, Google Meet) | Organizational and planning skills | Advanced information searching skills | E-learning Platforms (Zoom, Google Meet, Google Classroom) | Ability to Learn Quickly | Decision-making

## ● ADDITIONAL INFORMATION

---

### DRIVING LICENCE

**Driving Licence:** A1 | 30/01/2013 – 29/01/2027

**Driving Licence:** B1

**Driving Licence:** B

**Driving Licence:** C1

**Driving Licence:** D1

## HONOURS AND AWARDS

01/08/2022

**Appreciation Award – Central Public Works Department** Recognized and honoured with the hard work for consistently delivering exceptional performance and going above and beyond expectations

**Links** [https://drive.google.com/file/d/1WtK7yiwPZQQ-8ievIxn6cFAnYb6NssPK/view?usp=drive\\_link](https://drive.google.com/file/d/1WtK7yiwPZQQ-8ievIxn6cFAnYb6NssPK/view?usp=drive_link) | [https://drive.google.com/file/d/1-XB5GA0qpjfE5d2s4tctz10UZTVYOqG\\_/view?usp=drive\\_link](https://drive.google.com/file/d/1-XB5GA0qpjfE5d2s4tctz10UZTVYOqG_/view?usp=drive_link) | [https://drive.google.com/file/d/1bkOEFQc65SZBnOZgYDo9wSgdGmg8wdlF/view?usp=drive\\_link](https://drive.google.com/file/d/1bkOEFQc65SZBnOZgYDo9wSgdGmg8wdlF/view?usp=drive_link)

---



Rahul Attar