



WADKAR YASH

CONTACT

- +91 92701 38309
- americandevil899@gmail.com
- Mumbai (Western line)

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Observant

LANGUAGES

- English (Fluent)
- Marathi (Fluent)
- Hindi (Intermediate)

HOBBIES

- Reading Newspaper
- Current Affairs
- Educational Content
- Attend Conclave's
- Long Walks
- Commercial news
- Casestudies of business
- know about marketing strategies of brands / Organisation
- Geopolitics



PROFILE

Highly Passionate and detail-oriented college student seeking an Executive Assistant role as a fresher. Skilled in organization, time management, and communication. Proficient in MS Office and administrative tasks. Eager to support executives with efficiency and professionalism while learning and growing in a dynamic work environment. Ready to contribute effectively.



ACADEMIC HISTORY

Class 10 / SSC L S B Waje Vidyalay Sinnar, Nashik	2020-2021
Class 12 / HSC G M D College Sinnar, Nashik	2022 - 2023
Graduation IDOL University Santacruz, Mumbai Purusing	2024 - 2027

AREA OF INTEREST TOOLS & SOFTWARES

- | | |
|---|--|
| <ul style="list-style-type: none">Adminstaration WorkAccountingFinanceBuild OroganizationOperationsSoft skillsDecision Making | <ul style="list-style-type: none">Microsoft OfficeGoogle CalenderMs-ExcelGoogle EmailCanvaAI ToolsGoogle Drive |
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OTHER

- Ability to handle confidential information with discretion
- Adaptability and problem-solving skills
- Attention to detail and multitasking capabilities