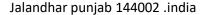
## **ROHIT BHAGAT**

## HS NO.375-A Guru ram Dass Enclave





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Contact 09878743869

**Profession Summary** 

Resourceful production manager driven to cut company cost and boost company revenue through innovative management tecniques. Orgnised and diligent ,with exellent written ,oral and interpersonal communication skills. Successful in building and motivation dynamic teams

## Highlights OR key Skill

*Office management	* Report &Document prepration
*Team building and supercision	* Account Payable /Receivable
*Staff developing and training	* Book keeping & payroll
*Policies &procedures mannuals	* Record management
*Quality assurance	* Goal attainment
Experience	

Production management

- \*Maximise efficiency of administrative processes by competing paperwork in a timely manner and
- \*ensuring proper filling of every document
- \*Optimise site processs to ensure high team performance

		Regards : Rohit Bhagat	
	Bachelor of arts with pre law		
	Educations		
	Supervison or store keeping etc		
	Applying for job,		
	*Implement safety policies to reduce or eliminate incidents		
	*Reduce expenses by minnising waste and allocating staff levels correctly  *Define employee functions and keep individual task		
	*Determine areas of improvement for cost control and initiate changes		
	*Work with team members to increase individual performance and set realistic improvement goals		

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