

ADARSH SHUKLA

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📍 Kanpur, Uttar Pradesh, 208011

CAREER OBJECTIVE

Experienced Back Office Executive with 6 years of proven expertise in administrative tasks, documentation, and coordination. Certified in AutoCAD with hands-on experience using AutoCAD software for preparing 2D drawings and basic drafting. Looking for a challenging position to utilize both administrative and technical drafting skills in a growth-oriented organization.

PROFESSIONAL EXPERIENCE

Back Office Executive

Kataria Carriers, Kanpur

04/2019 – Present

- Handled day-to-day office operations including data entry, documentation, email correspondence, and file management.
- Coordinated with internal departments for project updates, scheduling, and reporting.
- Maintained accurate records, invoices, and reports using MS Excel and other office tools.
- Worked with AutoCAD software for basic drafting tasks such as modifying and preparing 2D layouts.
- Assisted engineers/designers in preparing and editing technical drawings as per project needs.

Key Achievements:

- Successfully supported over 50+ projects by preparing/editing AutoCAD drawings.
 - Improved back-office document management efficiency by 30%.
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TECHNICAL SKILLS

- **Software:** AutoCAD (2D Drafting), MS Office (Excel, Word, Outlook), PDF Tools
- **Skills:** Data Entry, Document Control, Office Administration, Email Communication

EDUCATION

Degree in -Bachelor of Science

S.J Mahavidyalaya, Kanpur — 2019

Higher Secondary (12th Grade)

Uttar Pradesh Board — 2016

CERTIFICATIONS

- **AutoCAD 2D Certification – Cad Skills Solutions – 2019**
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STRENGTHS

- Good communication & coordination skills
 - Quick learner with multitasking ability
 - Attention to detail in both admin and drafting work
 - Strong organizational and file management skills
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PERSONAL DETAILS

- **Date of Birth:** 15/06/1999
 - **Languages Known:** English, Hindi
 - **Marital Status:** Single
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DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Place: Kanpur