\*\*\*\*\*\*\*\*\*\*\* **Nilima Rani Patra** \*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |
| --- | --- |
| Candidate Current Location | Bangalore |
| Availability to Interview | Any Week Days |
| Date Available to Start | 20 Days |
| If previous Intel experience, please provide: |  |
| - Previous WWID if known |  |
| - Previous sponsor names if known |  |
| - Dates employed |  |
| - Engagement type (CW or FTE) |  |
| - Name used when employed at Intel |  |
| Please explain why you feel this candidate is best fit for this position / provide any additional comments | She has good experience in handling all admin activities whatever mentioned in the JD |

**Curriculum vitae of Nilima Rani Patra**

E-Mail: nilimaranipatra@gmail.com

Ph. No: +91-9738327690

**OBJECTIVE**

**AREAS OF EXPERTISE (PERSONAL SUMMARY)**

Office Management: - A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

**EDUCATION QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **University/Board** | **Percentage** | **Year of Passing** |
| 12th | PUC | Bangalore University | 68.84% | 2010 |
| 10th | SVM | B.S.E | 67.86% | 2008 |

**Work Experience(2Years)**

Working in JFWTC as an Admin Asst. deputed by Vinolya Services Pvt. Ltd. July 2012 to Till date.

**Designation**

Admin Assistant

**KEY SKILLS AND COMPETENCIES**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.

**PROFESSIONAL (Duties)**

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for purchase orders.
* Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Involvement in social media implementation.
* Updating, processing and filing of all documents.

**Technical Qualifications:**

PGDCA, MS-Office, Ex-Next Generation, Wings 2000

**Personal Details**

Name : Nilima Rani Patra

Marital Status : Unmarried

Date of Birth : 07/12/1991

Nationality : Indian

**Languages Known**

English, Hindi, Odia, Kannada

**Present address**

Vasundhara PG

Marathalli

Bangalore:-560037

**Permanent address**

Metro City Apartment

Door no:-A/18

Saheed Nagar

Bhubaneswar:-751007

**Place: BANGALORE (NILIMA)**