NN OSN OSN ODN JHJ JLMKJ JSBJ

**Ms Suman**

267A-Palam Vihar,

Sector 23, Near Ansal Mall

Gurgaon – Haryana.

**Mobile -** 8130537567

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**Objective:**

Looking for an opportunity to work with a reputed company where I can utilize my analytical **skills** and acquire **new abilities.**

**Educational Qualifications:**

* **Pursuing MBA (2nd Year) from Amity University.**
* Done B.Com from **Delhi University** in 2011.
* Done **Diploma in Office Management from YWCA** of Delhi in 2008.
* Done 12th Class from **CBSE** in 2007.
* Done 10th Class from **CBSE** in 2005.

**Knowledge & Skills:**

* **3 Years experience** of Office management and Administrative.
* **Computer Literacy**: Computer operations, related software and office equipment – MS Office (Word, Excel, PP, Outlook), scanners and printers.
* Booking (Air, Rail & Road) and organize paper work as needed for **Travel Arrangement.**
* **Detail oriented**: Meticulousness in keeping records and making reports.
* **Great communication skills**: Outgoing personality and cheerful interpersonal dealings.
* Accuracy, Planning & Time Management, ability to multi-task and Reliability.
* Team-worker, but works independently when necessary.
* Typing speed for data entry: 50-60 wpm.

**Professional Experience:**

Organization Name **Holidays to Treasure India Tour Pvt. Ltd**

Industry **Tour & Tourism**

Duration **01 April 2012 to Till**

Designation **Front office cum Admin**

**Front Office and Admin Work:**

* Responsible for EPABX Operations and Maintain Calls records through Software.
* Welcome visitors to the office; assist them in making appointments or services.
* Maintain Register of Attendance & Courier and Keeping a track and Confirm.
* Handle the Responsibilities of Booking air, Train, Cabs as well as hotels.
* Accept letters, Couriers and packages delivered and distributed to appropriate staff.
* Agreement with vendors (Stationary, Housekeeping, FA & others) & processing their payments.
* Maintained accurate records of the files, and payments made for the services and rendered them for office use – Provided the required files on demand to different levels of managers.
* To sort out incoming mails at enquiry inbox and distribute to the concerned Department / Executive and responding them in case of customer enquiries, Complains, Needs and Feedback.
* Made arrangements for storage of important office stocks and equipment – Ordered supplies, getting approval whenever necessary and maintained records of stock.
* Assisted various departments in sorting out queries by providing them with accurate information.
* Performed Assistant duties - Conference, meeting scheduling, appointment set up, and mailing.
* Kept Records and Complete Printings of **letterheads, brochures and Business Cards.**
* Handled **Housekeeping boys on daily basis and Facility Management.**
* Client Account Managing and Bill Generation and Dispatching.
* **Prepared MIS Reports for budgeting of various Bills.**
* Reported any problems to the office manager and sort out shortly.

**HR:**

* Taking care of attendance & Leave application records on spread sheet and mailing to HR.
* To assist HR dept. regarding Job posting and resume Search.
* Co-ordination with Placement Agencies and to arrange interview schedule with HR.
* Co-ordination with Bank to open new account for new joining.
* Maintaining Employees Personnel File Such as – **Preparing their Personnel information, Leave, appointment letter, experience letter, confirmation letter and Relieving letter**.

**Earlier I worked as a Front Office Executive cum SSE with Adept India Realtors**

Duration **September, 2010 to March 2012**

Industry **Real Estate**

**Profile:**

* Handled to **Font Desk or Reception Area**.
* Attend incoming and outgoing calls and transfer call to various department.
* To attend Clients and Guide them to the concerned person.
* Dispatching courier and keeping a record of them.
* Maintained meeting diary – manually or electronically, as required.
* Maintenance of Attendance Register and keeping a track on outdoor duties of the Executives
* To do the data entry, prepare presentations, make reports whenever required by the team.
* Receiving and sending faxes whenever required and confirm the receipt and delivery of the same.
* To perform other administrative work like supervision on Housekeeping and other administration purchases viz. stationery items, eatables, flowers or bouquets etc. when required.
* Maintaining the files, records and documents as required
* Co-ordination with vendors.

**Personal Details:**

**Father’s Name** Late Mr. Chander Dasila

**Date of Birth** 28 Aug, 1989

**Gender** Female

**Email Id** [sumanmehta07@gmail.com](mailto:sumanmehta07@gmail.com)

**Language** English & Hindi

**Salary** 20/-kpm

**Achievement** Best employee of the year 2010.

**Location** Gurgaon, India

**Date: Suman Dasila­\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place:**