Questionnaire

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| Personal  Details | Name of Candidate: | ShivaniChoudhary |
| Applied Designation: | Executive Assistant/ Personal Assistant |
| Date of Birth: | 13/09/1991 |
|  | Height: | 158 cm |
| Experience  Details | Total Years of Experience: | 3 years |
| Relevant Experience: |  |
| Organization  & Tenure | Current Organization: | JDC INFRA Pvt. Ltd |
| Current Designation: | Personal Assistant |
| Duration: | Still Working |
| Immediate Previous Organization: | **CQM Quality Management Pvt. Ltd** |
| Previous Designation: | Executive Assistant |
| Duration: | 1 year |
| Qualification | Professional Qualification: | **Frankfinn institute of air hostess training** |
| Graduation: | **IGNOU** |
| Present Team Structure | Reporting To: | Managing Director |
| Team Size: | 50 to 75 |
| Location & Family | Current Location: | Gurgaon |
| Marital Status: | Single |
|  | Family Details: | Mother, father, and younger brother |
| Salary Details | Current CTC: | 28000 |
| Expected CTC: | 20% hike |
| Notice Period: | | 15 days |

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**OBJECTIVE:**

*Looking for challenging work opportunities to prove my skills and use my professional qualifications to the optimum. My assets are my determination to succeed and my desire to learn.*

**Professional Experience:**

**JDC INFRA**

**Pvt. Ltd. : 1st Dec 2012 to Still working**

**Designation : Personal Assistant**

**Job Responsibilities** : Taking Care of the Secretarial jobs of depart-ment

: Hotel arrangements, Travel arrangements.

: Preparing Appointment Files.

: Co-ordinating of Internals Departments.

: Taking care of all the activities in the absenceOf

M.D.

: Answering to e-mails

: Answering to e-mails as suggested by VP.

: And outgoing faxes/mails.

: Sending e-mails and doing other important misc.

: Co- ordinating with HR and Directors as well,

:Co-ordinating of Internals Departments.

: Maintaining Personal Files.

: Handling all the projects work.

: Handling mostly meetings with my M.D.

**CQM Quality**

**Management : (Nov 3rd2011 to 30th Nov 2012)**

**Designation : Executive Assistant**

**Job Responsibilities** : Taking Care of the Secretarial jobs of department

: Hotel arrangements, Travel arrangements.

: Sending e-mails and doing other important misc.

: Taking care of all the activities in the absence

Of Boss.

: Coordinating of Internals Departments.

: Attending telephone calls and handling incoming

And outgoing faxes/mails.

: Answering to e-mails

:Answering to e-mails as suggested by VP.

**Pvr Bluo : (July 2th 2011 to 1st Nov 2011)**

**Designation : Executive Assistant**

**Job Responsibilities**  : Fixing up appointments.

: Sending e-mails and doing other important misc.

: Maintaining of the official records, documents,

:Files etc manually as well as electronically and

: Managing all systems in the office.

: Co-ordinating of Internals Departments.

: Attending telephone calls and handling incoming

and outgoing faxes/mails.

: Making arrangements for Conferences

and Meeting etc.

: Maintenance of the officials records, documents

**ACADEMIC QUALIFICATIONS**

* Pursuing CS from ICSI Institute
* B.A. (P), from IGNOU University.
* Completed 1 year diploma course in frankfinn institute of Air Hostess

Training

* Completed 10+2 from UP Board (2009)
* Completed 10th from UP Board (2007)

**PROFESSIONAL QUALIFICATIONS:**

* Basic Knowledge of Windows, MS Word, Excel and Internet.
* Strong communication skills.
* Certified in Customer Satisfaction Award in frankfinn

**PERSONAL PROFILE:**

Father’s Name : Mr. Harveer Singh

Date of Birth : 13th Sep 1991

Address : H.No. 1203, Harkesh ColonyBadarpurboader,Delhi

Marital Status : Single

Hobbies : Listening to Music, Watching movies, travelling,

Languages Known : English, Hindi

**(SHIVANI CHOUDHARY)**