****

**VIJETA BHAGIYA**

C-2B Avantika Enclave

Sector-2, Rohini

Delhi-110085

# 09654813908 | [vijetabhagiya@gmail.com](mailto:vijetabhagiya@gmail.com)

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

**PROFESSIONAL QUALIFICATION**

* Completed 1 year diploma course in Secretarial Practice (Office Management) from Y.W.C.A. of Delhi in May 2008 with 1st Rank and division.

**EDUCATIONAL QUALIFICATION**

* Pursuing MBA (Finance) from Sikkim Manipal University.
* Passed B.A. from Delhi University in 2011 with First Division.
* Passed Senior SecondaryExaminations from C.B.S.E. with 1st division in 2007.
* Passed Secondary Examinations from C.B.S.E. with 1st division in 2005.

**TECHNICAL QUALIFICATION**

* Shorthand @ 90 w.p.m.
* Typing @ 65-70 w.p.m.
* Computer basics

**RESPONSIBILITIES INCLUDE**

* Work as dependable support function to the Sr. Vice President and Head-Legal, HR & admin.
* Arrange travel, hotel reservations etc. for the Superiors.
* Accountable for timely responding to emails in Sr. VP’s official mailbox.
* Maintain ongoing contacts, communications and schedule appointments for the Sr. VP and Chief Legal Officer.
* Organize meetings and conferences from inception to completion.
* Compile, transcribe and distribute minutes of meetings.
* Prepare memos, business letters, legal letters, other internal official documents, contracts, deeds, agreements etc. as supervised and dictated by the superiors.
* Organizing and maintaining files and records
* Other duties as assigned by management.

**EXPERIENCE/EMPLOYMENT HISTORY**

* **Mayar Group, Gurgaon** – Working as an EA to Sr. Vice President and Head-Legal, HR & Admin (July's 2011 to till date)

**MAYAR Group** have diversified businesses in manufacturing of Cosmetic / Personal Care Products, Health & Spa centers, Publications papers, Timber, Trading of Beans & Pulses, Infrastructure Development, Biotech SEZ, Hospitality. Mayar is having overseas presence with offices in: Hong Kong, Myanmar, Malaysia, Europe and Singapore.

* **M/s Cosmos Infra Engineering (India) Ltd., Civil Lines, Delhi –** Workedas a Secretary to Managing Director(October 2009 to July 2011)

**COSMOS**provide high standard housing to the general public. The Company undertook various projects in Delhi and other areasand have completed projects such as Mittal’s Mega Mall at Panipat, Cosmos Designer Floor, Cosmos Villa, Cosmos Royal Floor, Cosmos Executive Apartment and many others.

* **Khanna Enterprises,Barakhamba Road –** Workedas a Stenographer (May 2009 to September 2009)
* **Shristi Udaipur Hotels & Resorts Pvt. Ltd.** at Saket – Functioned as a Secretary (from May 2008 to March 2009)

**SHRISTI,** a leading Infrastructure development group in India specializes in development of infrastructure projects like roads, highways, flyovers, power plants, townships, hotels, residential and commercial complexes.

* 15 days on the job training from Aviva Life Insurance as a Trainee (February 2008)

**STRENGTHS**

* I am self motivated, optimistic, adaptable, quick learner, can prioritize work and have ability to work under pressure.

**PERSONAL INFORMATION**

Father’s Name : Mr. Gobind Ram Bhagiya

Date of Birth : 24 August, 1989

Marital status : Single

Languages known : English, Hindi & Sindhi

Hobbies : drawing and listening music

**(VIJETA BHAGIYA)**