

ABOUT ME

I am a dedicated, customer focused administrative professional offering significant experience in self-directed positions that require support, secretarial and administrative abilities. I am an adaptable team player with proven communication and interpersonal skill.

EDUCATION

BACHELOR OF ARTS (Public Administration)

S.D. College, Panjab University — Chandigarh
Result: 86%

MASTERS OF BUSINESS ADMINISTRATION (HR)

Symbiosis Institute of Business Management
Result: 79%

EXPERIENCE

GBL ASSOCIATES, Bandra West, Mumbai

JULY 2012 — PRESENT: Administrative Assistant

- ✓ Selected by management to create PowerPoint presentation for the regional sales meeting; success of this led to requests to create similar presentations for company-wide meetings.
- ✓ Trained 2 other administrative assistants during company expansion to ensure attention to detail and adherence to company policy.
- ✓ Handled all media and public relation enquiries; screened resumes; and post job openings on various job boards and newspapers.

MAXIS MEDIA PVT. LTD., Sector 16, Noida

JUNE 2010 — JUNE 2012: Administrative Assistant

- ✓ Schedule & coordinate meetings, appointments, travel arrangements and daily schedules for the senior management.
- ✓ Developed a new filing & organizational practice, saving the company over Rs. 200,000/year in operational overheads.
- ✓ Typed documents such as correspondence, drafts, memos, minutes of meetings, and weekly reports for managers.
- ✓ Opened, sorted and distributed incoming messages and correspondence.

SKILLS

TECHNICAL SKILLS

Microsoft Office, Advanced spreadsheets & presentations, Salesforce, Tally, Basic Photoshop

LANGUAGE FLUENCY

Expert: English, Hindi, Punjabi
Competent: French, German, Spanish

TRANSCRIPTION & PROOFREADING

80+ words per minute