



PROFILE

Skilled Administrative officer with proven prioritization management skills to promote seamless workflow and achieve project goals.

PERSONAL DETAILS

D.O.B- 12/09/1995
Nationality- Indian
Marital Status- Unmarried

CONTACT

M- 9331243434

EMAIL:
Tulikanegi8@gmail.com

LANGUAGE

Bengali
English
Hindi

ACTIVITIES

DFAS Course (Diploma in Financial Accounting System)

HOBBIES

Travelling
Feeding and care of the stray dogs.

TULIKA NEGI

Administrative Officer

EDUCATION

Calcutta University
2016 - 2019
Masters in Philosophy

Asutosh College, Calcutta University
2013 - 2016
Bachelors in Arts

Shibpur Ramkrishna Adarsa Valika Vidyalaya Ramkrishna, WBCHSC
Higher Secondary (2011-2013)

WORK EXPERIENCE

VA TALKS

Administrative Officer
29/05/2023–Present

Working Tools and Software's: ADP Software, MS Excel, MS PowerPoint, MS Word

To Support Organization's Clientele across the globe by executing the responsibilities like conducting the extensive Online and Offline Research, preparing various reports using MS Excel, MS PowerPoint and MS Excel, updating data to different Systems, Supporting the Customers and Clients in any of their Administrative related tasks virtually over the Internet.

SKILLS

- Time Management
- Computer literacy
- Product listing & Monitoring
- Verbal and written communication skills
- Problem-solving
- Customer Service