

Curriculum Vitae

Shubham Gupta

74, Gopal Nagar,

Kanpur – 208011

Contact –7985231418, 9838383094

Mail ID – sgknp2318@gmail.com

CAREER OBJECTIVE

Experienced executive assistant with strong ability to provide administrative support duties to top management executives, hopeful for the position of Personal Assistant to MD at Mohani tea leaves. Bringing exceptional organizational skills, multi-tasking abilities, ability to handle multiple calls and queries in a calm and professional manner, and advanced computing skills. Self-motivated individual with tact and discretion. Looking to utilize superior administrative and communication skills to relieve top management executives of tactical issues in the position of Personal assistant.

Qualifications

- B.Ed. from Lucknow University, Lucknow in year 2014.
- M.Sc. (Maths) from CSJM University, Kanpur in year 2013
- B.Sc. (Computer Application) From C.S.J.M. University, Kanpur in year 2011.
- Intermediate from U.P.Board, Allahabad in year 2008.
- High School from U.P.Board, Allahabad in year 2006.

Experience

- Having 4 years experience as a Personal assistant to the Managing Director at Mohani Tea leaves Pvt. Ltd. From February 2018 till march 2022.
- Currently working as a personal assistant to the President of Balaji Malts Pvt. Ltd. in Brigade Opus From March 2022 at Bengaluru, Karnataka - 560092

Rolls And Responsibilities

- Devising/maintaining office systems, including data management and filing
- Reporting to senior management and performing secretarial and administrative duties.
- Organising and maintaining diaries and making appointments and dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
- Producing documents, briefing papers, reports and presentations. Organising and attending meetings and ensuring the manager is well prepared for meetings.
- Exceptional writing and oral communications skills.

Key Skills of PAs

- Discretion and trust worthiness, you will often be party of confidential information
- Flexibility and adaptability.
- Good oral and written communication skills Organizational skills and the ability to multitask.
- The ability to be proactive and take the initiative
- Tact and diplomacy.
- Some exceptional Communication skills verbal and written.

Hobbies

- Studying Current affairs
- Sketching and Drawing Paintings

Personal

- Date of Birth : 02 Oct. 1993
- Father's Name : Shyam Prakash Gupta
- Gender : Male
- Marital status : Single
- Language known : Hindi & English

Declaration

I hereby declare that the above particulars of facts and information stated are correct to the best of my belief and knowledge. Incase of any incorrect details my candidature can be cancelled.

Date :-

Place:- Kanpur

Shubham Gupta