

RESUME

SANI ZEHRA

170, Kaziwada, Taiyyabpura, Bohrawadi, Udaipur, Rajasthan, 313001
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Objective - I can work using my own initiative or as part of a team.

PROFESSIONAL EXPERIENCE

HR Executive & DMS Operator September 2014 – December 2017

M/s DHANLAXMI MOTORS (HERO MOTO CORP LTD.), Udaipur (Raj)

- Schedule and coordinate meeting, appointments, and travel arrangements for supervisor and manager.
 - Trained to administrative assistance during a period of company expansion to ensure attention to detail and adherence to company policy.
 - Developed new filing and organisational practices.
 - Enter command, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
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EDUCATION

Bachelor of Commerce May 2017 Mohanlal Sukhadiya University
Udaipur (Raj)

ADDITIONAL SKILLS

- TALLY 7.2 & 9.2
- Microsoft Word, Excel, Access, PowerPoint, Microsoft Office XP
- Data Entry
- Customer Grievances Handling
- Liaison between management and HR
- Effective Coordination with Senior Territory Parts Manager
- Quick Learner