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| **Aprajita Gupta** Mobile No: 8866922140; 09993012042 Email:amritagupta0725@gmail.com |  |

**Objective**  
Pleasant personality with orientation towards customer service and expertise in administrative tasks; seeking an entry level position as receptionist.

**Computer Skills**

* MS-Word, MS-PowerPoint, MS-Excel, Internet Concepts
* Knowledge of tally

**Key Skills**

* Knowledge of managing Employee attendance sheet, Expense Voucher, Invoice, Filling cheque
* Knowledge of *all aspects of the day to day running of the filing, copying and report writing*
* Knowledge of responding the mails.
* Knowledge for handling the petty cash and keeping the record of expenses.
* Knowledge for maintaining the records of office inventory.
* Knowledge of distributing the stationary as per requirement and keeping the record.
* Proficient in managing the documents.
* Expert in prioritizing the work.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.
* Knowledge for checking the office’s assets are in good condition.
* Excellent communicational and written skills
* Good telephone manner and client interface skill

**Academic Qualification**

* Completed M. COM from Hamidiya College Bhopal and secured 60%.
* Completed B. Com from Avadhesh Pratap University and secured 50%.
* Successfully completed Secondary Examination, MP Board, securing 57%.
* Successfully completed Sr. Secondary Examination, MP Board, securing 68%.  
    
  **Present Employer** PMI Real Estate Management company from 15 july 2017

**Personal Details**

**Address**- 34 Omkareshwar Apartment, near Vastrapur railway crossing, Vejalpur, Ahmedabad  
**Language Known**-English, Hindi

Date Signature