Vandana

Delhi | 9654489940 | [vandana02rawat@gmail.com](mailto:vandana02rawat@gmail.com)

OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my organisational skills, educational background and ability to work with people, which will allow me to grow personally and professionally.

ACEDEMIC BACKGROUND

Post-Graduation in Commerce (M.Com)

**IGNOU, University, Delhi**

Bachelor of Commerce (B.Com)

**NCWEB, Delhi University**

WORK EXPERIENCE

**Ravi Kumar and Co. - Office cum Admin Assistant July 2019 to March 2021**

* Handling incoming calls and other communication and recording of information as needed.
* Assist in data entry, record-keeping and managing filing system for important and confidential documents.
* Keeping records of various expenses and TA bills and submitting bills for reimbursement or adjustments.
* Greeting clients and visitors, directing them to the appropriate person and providing general information as needed.
* Attendance management, keeping records of salary bills and ensure timely payments.
* Performing basic admin related duties including printing, sending emails and ordering inventory and stationary items.
* Maintaining office equipment as needed and other clerical work.

SKILLS

Operating System Windows- 2007, 2009, 2010, XP

Application Software Ms Office, Internet Web browsers, Tally

EXTRA CURRICULAR ACTIVITIES

* Participated in Rangoli competitions
* Participated in Drama at Annual function of school