

Contact

rakesh9831@gmail.com

www.linkedin.com/in/rakesh-sharma-029b54108 (LinkedIn)

Top Skills

Customer Service

Microsoft Office

Microsoft Excel

Languages

English

Hindi

rakesh sharma

Office In charge at Mft Info Services Pvt Ltd
Howrah

Experience

Mft Info Services Pvt Ltd

Office In charge

April 2015 - Present (5 years 5 months)

JOB PROFILE:

Handling Administrative Work.

Handling Secretarial duties for the Director.

Assisting the client-servicing executive in day-to-day correspondence.

Coordinating for Exhibitions and Seminars, etc.

Interacting with the clients for orders and for after sales service; Sales Promotion, Campaign, Clientele Servicing, Presentation Of IT Software Products.

ADMINISTRATIVE FUNCTION:

Coordinating office routine.

Keeping records of office assets, staff records, etc.

Checking office cleanliness, daily attendance register, other records, etc.

Taking care of leave application and attendance record and salary record.

Preparing import documents and coordinating the same.

Inventory control of Stationery.

Attending the customer during their visits to the office.

SECRETARIAL FUNCTIONS:

Fixing up appointments, reminding of day-to-day work of the Director.

Making Travel arrangements, Ticket booking, Hotel Reservations.

Attending phone calls, Fixing appointments & meetings.

Taking Dictation in Long Hand.

Maintenance of File Records.

Co-ordination & Follow up with Head Office and other branches.

Handling inward and outward dispatch of mails and courier.

Forwarding the relevant calls/messages to the director.

Handling the fax, Internet and e-mail messages.

Handling International calls and coordinating with the Principal Company for imports of material.

Self-Correspondence, Sending & Receiving E-mails.

SALES COORDINATION:

Fixing appointments for the marketing executives.

Coordinating their daily follow-ups and maintaining the records of sales

Educator Shiksha Private (Coaching Centre)

Tutor

April 2009 - March 2015 (6 years)

Mathematics Tutor

Education

Rose Bud Liluah

Class X · (1995 - 2005)