Bio-data

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| Name | | Merrnosh Ichhaporria | |
| Date of Birth | | 16th April 1970 | |
| Marital Status | | Widow | |
| Permanent & Present address | | B-101, Gitanjali Complex, Behind L.P.  Savani High School, Pal Road,  Surat-395009 | |
| Email: | | [merrnosh@gmail.com](mailto:merrnosh@gmail.com) | |
| Contact numbers | | Mobile:  9727745101 / 9898077053 | |
| **EDUCATIONAL QUALIFICATION** | |  | |
| **EXAM PASSED** | **BOARD** | **YEAR OF PASSING** | **PASSING %** |
| BBA \* | Sikkim Manipal Open University, Distance Education | 2014 | 4th semesters cleared and 5th Semester running and the Subjects are : Production & Operations Management, Financial Management, Economic Planning & Policies, Taxation Management, Entrepreneurship Management |
| HSC | Guj. Secondary Education Board | 1992 | Pass class |
| SSC | Guj. Secondary Education Board | 1989 | 48% |
| **Computer Proficiency:** Certificate Course in MS office & Windows-98 from Better Carrier Management (BCM), Surat | | | |
| **Additional Qualification:** | | | |
| English Shorthand  (100 wpm) | State Examination Board, Gandhinagar | May 1998 | 50% |
| English Shorthand  (80 wpm) | The Southern Gujarat Chamber of Commerce & Industries, Surat | May 1996 | 1. Grade |
| English Shorthand  (60 wpm) | London Chamber of Commerce & Industries examination Board | 1995 | Distinction |
| English Typing  (40 wpm) | State Examination Board, Gandhinagar | 1995 | 63% |

* *My ultimate goal is to complete MBA after BBA, most probably in the field of HR or Marketing.*

Also, know Gujarati typing on computer. A good knowledge of internet and can surf important sites and can obtain desired details as advised by Executive Director. Mostly, Executives Director's train, flight and foreign accommodations are being booked through online only. Very well acquainted with computer.

**Languages known:**  English, Hindi & Gujarati

Work Experience:

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| --- | --- |
| **Company / Institutions** | Eureka Forbes Ltd. |
| **Designation** | Sales Representatives |
| **Duration** | 6 months |
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| **Company / Institutions** | M/s. Lohia Machinery Manufacturers |
| **Designation** | Office Secretary |
| **Duration** | March 1997 to April 2001 ( 4 years) |

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| **Present Employment** | Indian Diamond Institute |
| **Designation** | PS to Executive Director-cum-Stenographer on contractual basis |
| **Joining Date** | May 1, 2001 till date |
| *From 01st May 2002, my services was regularized in the pay-scale from the contractual basis and I had been designated at PS to Executive Director* | |
| **Total work experience** | **13 + years** |

**Job Profile:**

* Taking dictations & Correspondence work
* Also, do individual correspondence on advise of director
* Keeping track of Director's appointment
* Handling Director's Guests
* Filing (record) work / documentation
* Co-ordination with all employees in the institute
* Arrange train & flight tickets for Director as well as other officials of the institute
* Looking after Director's accommodation, etc. domestic as well as international and other facilities, tour itinerary
* Follow up important matters
* Arrange meetings & conferences
* Also, prepare Agenda & Minutes of the meeting
* Screening and reviewing of all important incoming and outward mails.
* Checking e-mails and then forwarding to the concerned departments
* Maintaining and keeping track of Director's bank details and transactions
* Prepare Press notes in English / Gujarati of various functions / events being held at institute
* Also, translates press notes from English to Gujarati and vice versa
* Maintain personal records of all employees
* Also look after personal work of Director
* All work relating to correspondence
* Interaction - from / to Director
* At present, also handling cash inflow of the institute single handedly in the Cash Department as an additional responsibilities in term of Jobwork income and the fees of the students towards their course fees very efficiently. Also, in absence of training department personnel, courses inquiries are also being given by me to those students who approach institute personally for the courses details.
* Schedule of Director's meeting with employees, visitors, maintain Director's chamber
* Issuing notes / notices upon the IDI's personnel
* Also, attended and manned the stall of IDI during the last and recent India International Jewellery Show held at Mumbai, NSE Goregaon complex, Stalls at Vibrant Gujarat Global Investors summit being organized by Govt. of Gujarat every year and also SPARKLE exhibition at Surat being organized by The Southern Gujarat Chamber of Commerce & Industry.

**Personal Information:**

Name : Merrnosh Ichhaporria

Maritial status : Widowed

Nationality : Indian

Caste : Parsi

Hobbies : Reading, Music, Drawing, Sports

Interest : Always strive to do something new and try to give the best which

is in the interest and benefit of the employer.

**CTC FOR THE FINANCIAL YEAR APRIL 2013 TO MARCH 2014 IS RS. 3,12,714/-**

***On selection, I have to give month month’s notice period to my present employer.***

Date : 29/05/2015