Resume

Position Apt>lied

# AdministrativeAssistant & Office Coordinator

**MIRZA SHADAB BEG**

**S/O MIRZA RAIS RAJA**

**Email** ID:

**mina** [**shadabbeg92@gmail.com**](mailto:shadabbeg92@gmail.com) **Contact Num:+91-8808602018**

**+91-8318998090**

**PersonalData:**

**Personal Summary**

► A hig hly compe te nt, motivated and enthusias tic

administrative ass is tant with experience of working as part of a team in a busy office environmen t. Well organized and proactive in providing timely, efficient and accurate administra tivesupport to office managers and work colleagues.

Approac hable, well presented and a ble to es tablish

good working re lations hips with a range of different peop le. Possessing a proven ab ility to generate innovative ideas and solutionsto problems.

►

Currently looking for a suitable position with a

reputable and ambitious company.

**Work Experience**

Date of Birth Sex

State of domicile

Nationality Marital Status Lang uageKnown

**Address:**

: 04-02-1991

: Male

: Utter Pradesh

: Indian

: Single

: English,Hindi

Company Name : Reliance Jio tnfocomm Limited.

Administrative Assistant from **2016** to till date.

**Dutei s:**

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributin g memos.

Village P.OBox Police Station : **District**

State

Mujesh

Chaq Churwanpur Kurebhar

Sultanpur Utter Pradesh

* Supervising the work of office juniors and assigning work for them.
* Handling inco ming / outgoing calls, correspondence

and filing.

* Faxin, g printing, photocopying, filing and sca nning.

Country

Pin Code

India

228151

* Organjsing business travel, itinerarie, s

accommodation for managers.

and

**PaMPPr1 Details·**



Passport No Date of Js..,ue Date of Expire Place of Issue

N25 46462 26/08/2015

: 25/08/2025

Lucknow U.P

* Monitoring invento ry, office stoc k and ordering supplies as necessary.
* Upda ting & maintain the holiday, absence and

training records of staff.

* Responsible for purchase orders.
* Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.

**Key Skills and Competencies**

* + Strong organizational, administra tive and analytical skills.
  + Excellent spelling, proofreading and computer skills.
  + Ability to maintain confidentiality.
  + Excellent working knowledge of all Microsoft Office pac kages .
  + Basic Knowledge Internet and Outlook.
  + Ability to produce cons iste ntly accurate work even whilst under pressure.
  + Ability to multi task and manage conflicting de mands.

**Academic Qualification:**

* + Graduation : B.SC (Maths ) From RMLU Univers ity Faizabad 2013 with science s tream.
  + Intermediate : Utter Pradesh Education Boa rd in 2009 with

Science strea m.

* + High School : Uttar Pradesh Education Board in 2007 with Science

**Additional Qualification:**

* + Diploma in Computer Administration from KNIIT Sulta npur in 2010.

**Declaration:**

I hereby declare that the information stated above is true to the best of my knowledge and belief.



Place: Date:

Your Faithfully

Mirza Shadab Beg