

ANUSHREE NITIN DHAM

OBJECTIVE :

Aim to be associated with a progressive Organization that gives me the scope to apply my skill and to involve as a part of Team and dynamically work towards the growth of the Organization.

Contact



8806470110



arinasahya032@gmail.com



Pune, MH, India

D.O.B. | 19/12/1991

Address | Bhart Jyoti Bus stop,
Devdoot soc,
Plot No-3, Surjeet ,
Bibvewadi ,Pune-411037

Education

● Bachelor of Arts

Pune University

2015

65.31%

● HSC 12th std

Pune University

2012

54.17%

● SSC 10th std

Maharashtra state board

2010

51.84%

Experience



Executive Assistant

Fluxcon Infrateck Pvt Ltd

(Dec 2022 to Dec 2024)



Executive Assistant

Dhole Patil Construction

3 months (Aug 2022 to Dec 2022)



Executive Assistant

Shubham Realty

1 YEAR(Aug 2021 to Aug 2022)



Executive Assistant

Dynamic Realty

1 year 6 months (2019 to 2021)

Language

Hindi



English



Marathi



COMPUTER – PROFICIENCY

Extra qualifications: MS-CIT / MS-Office

QUALITY

- A good self-confidence towards job given to me so that job is completed within or before the stipulated time.
- Capacity to work in flexible hours if required to meet peak volumes.
- Ability to learn new things with ease.
- Flexible and adaptability.

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Hobbies

- Listening to music
- Travelling
- Dancing

Responsibilities

- Calendar management: Manage the executive's calendar, including scheduling appointments, meetings, and events, and making travel arrangements
- Communication: Handle incoming calls, emails, and other communications, and respond appropriately
- Documentation: Prepare and edit correspondence, presentations, and other documents, and maintain accurate records
- Research: Conduct research, assemble and analyze data, and prepare reports
- Meetings: Arrange and coordinate meetings, and record, transcribe, and distribute meeting minutes
- Events: Organize events, such as workshops or conferences
- Office support: Perform general administrative duties, such as filing, scanning documents, faxing, and tidying offices
- Client management: Filter and prioritize client visits or phone calls, and interact with external clients and stakeholders
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- Special projects: Create PowerPoint presentations, financial spreadsheets, special reports, and agenda material
- Confidentiality: Maintain professionalism and strict confidentiality with all materials

Reference

I hereby declare that all the particulars stated in this resume are true to the best of my knowledge and belief.

Thanks & Regards,

Anushree N Dham