**CURRICULUM VITAE**

**ARCHANA MALHOTRA**

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**OBJECTIVE**:-

To secure a challenging position in a growth oriented, esteemed organization that will utilize my knowledge to drive excellent customer service. my aim is to provide excellent customer service and to promote this idea throughout the organization they work for.

**PROFFESSIONAL WORK SUMMARY**

Currently working with **Hilux Industries**

3 year experience in Assistant of GM.

3 year experience in Sr. admin executive.

1 year experience in EA to director.

**Special Skills:**

* Ready to face challenges.
* Sincere, dynamic and hard-working.
* Ability to interact with all kinds of people.
* Typing Speed: 30 word per minute.
* Very careful attention to detail.
* Able to work in team and independently.

**1. HILUX INDUSTRIES (GZB)**

Company : Hilux Industries as a Admin & Office Coordinator.

Current Resp. : Responsible for office responsibilities, Handling the office team & office related

Issues. Taking the regular updates of operations and Improve operational management systems, Find ways to increase quality of customer service, materials plan inventory and oversee warehouse efficiency, Manage the meetings calendar internal & External , Handling the data and analyzing , preparing records, Maintaining Fills & Data, Answering the phone calls related to deals, Creating Purchase Order, Proforma invoice & Quotation, Manage all queries as per the company standard. Responsible for material in & out.

Duration : June 2020 to Till Date.

**2. VIKRANT GROUP (GZB)**

Company : Vikrant Techno Steel Pvt. Ltd as a Assistant of GM.

Last Resp. : Manage all sale purchase records in tally, Preparing MIS reports daily and

Monthly basis. Creating Quotations & Performa invoice, Manage all queries as per the company standard. Arrange meetings internal and external, meet with visitors and customers behalf of GM. Handling GM important calls, mails and fill works also.

Duration : September 2017 to June2020.

**3. EXCEL-HI TECH PVT. LTD. (GZB)**

Company : Excel-hi tech pvt.ltd. as a Sr. Admin Executive .

Resp. : Manage director’s meeting schedule, both internal and external, follow-up with

some major clients, responsible for all logistics facilities (domestic air line reservations, rental cars, off-site meeting venues), handle general and special administrative works (attendance sheet and salary sheet), stationery stock etc. Travel & expense reports, Creating Purchase Order, Proforma invoice &Quotation, Manage all queries as per the company standard.

Duration : July 2014 To Feb 2017

1. **MAHAGUNGROUP(NOIDA)**

Company : Mahagun India Pvt. Ltd as a Executive Assistant to Director

Resp. :Manage day to day director floor, director room & conference hall, Manage Calendar

of the MD, maintain meeting schedule, both internal and external, Arrange special meeting facilities (e.g. food, PC projector), Maintain records, coordinate with various department heads for monthly MIS reports and compile before submission to the MD.

Duration : April 2011To June2014.

**EDUCATIONAL QUALIFICATION:-**

* Done graduation from Delhi university
* Passed sr. secondary from CBSE
* Passed secondary from CBSE

**PROFESSIONAL QUALIFICATION:-**

**MS-Office (MS Excel,MSWord,Outlook, tally andInternet activity)**

**PERSONAL DETAILS:-**

Date Of Birth : 4th, Oct, 1984

Marital Status : Married

Nationality : Indian

Communication Skills : English, Hindi, Punjabi

**Last CTC:3.20 LPA**

**Expected CTC:4.20 LPA**

(**ARCHANA MALHOTRA)**