

RESUME

Priyanka Singh

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WORK EXPERIENCE – 9.9

CURRENT EMPLOYER

Logitech Solutions Pvt. Ltd., Sec- 4, Noida

DESIGNATION: - Sr. Admin Executive

Duration: - Aug. 2015 – Sep.2021

Company Profile: - Started in 1990, Logitech Solutions Pvt. Ltd. is a software developer company. This company provides software & also its support (Tally, TDS Plus, and Payman). We are present across Delhi NCR. Logitech Solutions Pvt. Ltd. Under the guidance of Managing Director Mrs. Meera Khanna is growing at a constant pace in the field of Accounting, Taxation, making Salaries.

Work Responsibilities: -

- General **office administration**.
- Attend **Vendor/ Marketing Calls**.
- Planning and scheduling **meetings and appointments**.
- Keeping small stock of things to reduce costs.
- Managing the message of change the policies and rule to alerting managers & teams.
- Contribute to positive group morale.
- Completes new employee on boarding in a timely manner to ensure a smooth start.
- Mentors other administrative assistants.
- Attend team meetings and morale events as schedule permits.
- Acts as the facilitator for all headcount issues.
- Track headcount & alert managers, when there may be issues.
- Understanding the correct way to order things & **maintaining the Courier**, Bill book & record register.
- Coordinate **Office Maintenance** and furniture requests.
- Coordinate office moves.
- Ensures offices are setup and ready for all new hires.
- Managing day to day **Attendance & keeping record** of them.
- **Event Management** - birthday celebrations, festival celebrations, office parties, etc.
- Management of Admin Consumables line Stationery, HK, Canteen etc.
- Providing quality customer service.
- Responsible for Greeting Services Assistance.

- Managing **Transportation facilities** for employees.
- Managing and arranging cab services required by the employees for clients site visit.
- Sending the E-mails regarding Meetings, Holidays, & Wishes etc.
- Responsible for all **Housekeeping and Security supervision** and also to make regular visit to the areas of factory of the organization on regular interventions.
- Daily updated the Notice Board with Thought of the day, Any Memorable moments of Staff.

PREVIOUS EMPLOYER

Snow Space Furniture Systems Pvt. Ltd., NOIDA SEC- 65

DESIGNATION:- Office

Coordinator **Duration:-** Dec. 2011

– Aug. 2015 **Company Profile:**

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Started in 2005, Snow Space Furniture Systems Pvt. Ltd. provides his customers office furniture, education centre and training institutes. We are present across Delhi NCR. Snow Space Furniture Systems Pvt. Ltd. Under the guidance of Managing Director Mr. Vishnu Aggarwal is growing at a constant pace in the field of UPVC Doors and windows, Modular Furniture, Aluminum and Interior turnkey projects.

Work Responsibilities: -

- Managing the day-to-day operations of the office.
- Organizing and maintaining files and records.
- Planning and scheduling meetings and appointments.
- Preparing and editing correspondence reports.
- Making travel and guest arrangements.
- Providing quality customer service.
- Maintaining Courier, Bill book and record register.
- Event Management - birthday celebrations, festival celebrations, office parties, etc.
- General office administration.

ACADEMIC QUALIFICATION

- MSW completed from IGNOU University, Delhi with 70% marks.
- B.A completed from IGNOU University, Delhi with 62% marks.
- 12th completed from C.B.S.E Board.
- 10th completed from C.B.S.E Board.

ACADEMIC ACHIEVEMENT

- Got the Hindi Academy Prize in 12th Class (2007).

EXTRA CURRICULAR ACTIVITY

- Active Participation in sports activities (Kho - Kho, 100m race)
- Painting, listening music, making Friends.

IT SKILLS

- Well versed with Microsoft Office tools & internet
- Operating system window-7, XP, 2000, 98

KEY SKILLS

- Aptitude to learn and grow
- Able to work as team
- People Management & Motivation Skills
- Good decision making
- Leadership
- Problem solving
- Attend Vendor calls/Marketing Calls
- Excellent knowledge of General office admin work

PERSONAL DETAILS

Father's Name Mr. Dassi Singh
Date of Birth 30th Jan, 1990.
Sex Female
Languages known - English, Hindi
Marital status - Married
Nationality - Indian

PASSPORT DETAILS

Passport Number - P3063428
Date of Issue - 30/10/2016
Date of Expiry - 30/10/2026
Place of issue - Ghaziabad

Date_____

(Priyanka Singh)