

MONIKA VERMA

PROFESSIONAL SUMMARY

Office Administrator with 5+ years of experience in organizing preparing reports, and maintaining the utmost confidentiality. looking to leverage my knowledge and experience to gain new experience too.



EXPERIENCE

M.P Cotton Suppliers

Office Administrator (2017- Current)

- Maintaining all hard copy and digital files.
- Handling admin tasks, including processing sales contracts. payments and chasing up debtor accounts.
- Prioritized and delegated heavy workload to maintain positive workflow.
- Maintained office system for storing new and existing client profiles.
- Captured clients data on Excel Spreadsheets.
- Managed filing system for office documentation.
- Completed paperwork to required standards.
- Responding incoming telephone calls promptly to enhance clients satisfaction ratings.
- Responding to clients emails with accurate, professional replies.

City Polyclinic & Multi-Specialist

Front Desk Manager (2015-2017)

- Welcomed guests and clients in friendly, positive manner.
- Filed and maintained invoices, patient's records and other paperwork to facilitate ease of retrieval.
- Answered and directed incoming calls to schedule an appointment.
- Met incoming clients with professional approach and provided friendly, knowledgeable assistance.

EDUCATION

- Bachelor of Commerce (Mata Jijabai Girls P.G Collage, Indore M.P.)
- Master Of Business Administration (Apex Institute of Management & Research, Indore M.P.)
- PGDCA (Makhanlal University, M.P)

CONTACT

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CORE QUALIFICATIONS

Cash register operation

Teamwork

Documentation and record keeping

Inventory management

LANGUAGES

Hindi: Native

English: Good

INTEREST

Singing

Crafting & Art work

SOFT SKILLS

Freelancing for Font End work
H.T.ML , C.SS,

JAVA SCRIPT (INTERMEDIATE)

Google Docs, Sheets, Slides, Forms

Microsoft Office (Excel , Word,
Powepoint)

Tally Erp 9

Mass Mailing

Resume Writing