

Mohd Tauseef

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Objective:

Dedicated and efficient Executive Support Associate with [X] years of experience providing seamless administrative assistance to senior executives. Skilled in coordinating schedules, managing communication, and ensuring smooth operations to optimize executive productivity.

Experience:

Fresher

Managed calendars, appointments, and travel arrangements for senior executives.

- Facilitated communication between executives and internal/external stakeholders.
- Prepared reports, presentations, and documents, ensuring accuracy and timeliness.
- Handled confidential information with discretion and professionalism.
- Assisted in coordinating team meetings, conferences, and events.
- Organized and maintained electronic and physical files, streamlining retrieval.
- Managed office supplies, expenses, and invoicing processes.
- Provided exceptional customer service to visitors and callers.

Education:

Masters of arts in english literature in 2023

Bachelor of science in computer science in 2018

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- Strong organizational and time management abilities
- Excellent verbal and written communication skills
- Ability to prioritize tasks and adapt to fast-paced environments
- Detail-oriented with a focus on accuracy and confidentiality