



MAMTA YADAV

RZG16/ 3 street no. 2 Raj Nagar,
Part 2, Palam, New Delhi.

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Mobile no: **9958909944**

To work in a challenging profession environment which will help me to unleash my potential and use my talent education and to providing me an opportunity to learn more about the industry developing as an individual and contributing as an efficient member of an organization.

Experience

- At present working with AMERICAN EXPRESS Limited as a **Work Place Ambassador (Facility Department)** on CBRE payroll since **January 2013**.
- Worked for 6 years with MEGA CORPORATION Limited as a **Sr. Executive** since June 2007.
- Worked for 10 month with MAX NEW YORK Life Insurance as an insurance agent.
- Worked for 6 month with KRISHNA PUBLIC SCHOOL as a teacher.

Nature of job Responsibilities @ American Express

- Handling correspondence, filing and replying to the mails.
- Attending and making complaint calls.
- Doing computer work and handling all incoming mails.
- Maintaining database
- Coordinating with other employees for preparing the report.
- Maintaining pending list
- Room Booking
- Maintaining Manpower and projector Sheet on daily basis
- Sending crown request on daily basis
- Arranging different food vendors for good colleagues' experience.
- Monthly E-Sep Report
- Dealing with Vendors
- Updates in IWMS
- All Events arrangements
- Cafeteria booking
- SU Data

Professional qualification

- Diploma in office management from New Delhi YMCA.
- Attended workshop training on “**Professional Development of Exec. Secretary / PS/PA, Admin Secretarial. Assistant.**”

Academic Qualification

- Pursuing M.T.M first year from IGNOU
- Passed B.T.S. (2012) from IGNOU
- Passed 12th (2004) from C.B.S.E. Board
- Passed 10th (2002) from C.B.S.E. Board.

Personal information

Name	:	Mamta yadav
Father's name	:	Mr. Mahender yadav
Date of Birth	:	25 th June1987
Language	:	English & Hindi
Hobbies	:	Traveling, Reading love story & Playing indoor and outdoor games.