

# Monika Karda

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## **CAREER GOALS**

Application and enhancement of my knowledge and management skills in a challenging and Value added Environment which would lead to organizational growth and development.

## **PROFESSIONAL EXPERIENCE**

### **Infiniti Television & Telecom- New Delhi**

**May'17 to till date**

#### **Executive- Administration**

**Role & Responsibilities:** Handling EPBX system, receive calls and Making record of all enquiries. Manage Housekeeping & Pantry services in Office. Petty Cash handling. Send and receive courier in office. Handling and greet Walk-in Customers/Visitor in the Office. Maintaining data record and share with other Branch offices. Monitoring CCTV camera and attendance systems software, Handling GPRS Software for keep record and track of Filed Boys. Making reports as when required. Order for stationary monthly and other office supplies. Assist HR Manager and directors of the company. Get timely bills from all vendors and submit into accounts. Handling petty cash for misc. expenses. Order for monthly milk and daily lunch order. Any other work assign by HR manager. Email Writing, maintain data in Excel. Any other work assigns by manager.

### **SyManSys Technologies- New Delhi**

**Jan'16 to May'17**

#### **Executive- Administration**

**Role & Responsibilities:** Handled EPBX system, responsible for front office, handling attendance of the employees, data entry work, manage visitors register, courier's management, and co-ordinate with all over departments, maintenance of various, & important records like OD and leaves, Order for Stationary & Inventory, Order for price list, brochures & Magazines, Handled pantry and housekeeping. Any other day to day Admin/Office coordination work assign by the management.

### **JERATH PATH LABS- New Delhi**

**February'13 to Dec'15**

#### **Office Assistant**

**Role & Responsibilities:** Handling EPBX system, taking calls and get record of all enquiries in writings. Arrange health camps and get all the items on place for it. Handling courier management. Manage Housekeeping & Pantry services in Office. Handling Walk-in Customers/Visitor in the Office. Greet & provide end to end solution. Provide salary to office peon, and Maid. Maintain data record and share with other Branch offices. Support to reporting manager in their day to day work e.g. email Writing, maintain data in Excel. Assist Doctors in their day to day work. Responsible for all secretarial work for her.

## **QUALIFICATION**

- ❖ Pursuing M.A. in Sociology from IGNOU University.
- ❖ Post Graduate Diploma in HR & ADMIN from Tata Institute of Social Sciences.
- ❖ Graduate from Delhi University in B.A (Political Science) 2010.
- ❖ Senior Sec. Exam from C.B.S.E BOARD – Year 2007.
- ❖ Sec. Exam from C.B.S.E BOARD – Year 2005.

## **PROFESSIONAL QUALIFICATION**

- ❖ Completed 2 Years Advance Diploma in Software Technology from NSIC. (2012)
- ❖ 03 years Diploma in Classical Music from PRAYAG SANGEET SAMITI, ALLAHABAD.

## **SKILLS**

- ❖ Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications.
- ❖ Proficient in JAVA, HTML, Web Designing, Networking and Visual Basic.

## **EXTRA CURRICULAR ACTIVITIES**

Pro-actively participated in various cultural programmes and games activities at school.

## **PERSONAL DETAILS**

- ❖ Father's Name : Shri. Tarsem Lal
- ❖ Date of Birth : 08<sup>th</sup> August, 1989
- ❖ Hobbies : Singing
- ❖ Marital Status : Single
- ❖ Languages known: English & Hindi and Punjabi
- ❖ Nationality : Indian

## **STRENGTHS**

- ❖ Hard working
- ❖ Enthusiastic
- ❖ Sincere & Punctual.

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If I get chance of working in your organization, I assure you that I will give my level best service to your esteemed organization.

Date:

Place:

**(Monika Karda)**