

# **MANISHA CHUGH**

## **Career Objective**

Aspiring to work in an environment where I can utilize my skills and contribute to the success of leading organization.

## **Work Experience**

- Worked with **Spectra Eye Hospital** as a **Front Desk Coordinator** from March 2017 to July 2017
- Worked with **Bagga Link Motors** as **Customer Care coordinator** from April 2012 To August 2014
- Worked with **Volkswagen Delhi Metropolitan** from April 2010 as **Backend Coordinator & Office Coordinator** 2012.
- Worked as **Business Developer** in “**Mahindra First Choice**” from Jan-2007 to Jan-2010

### **Major Responsibilities:-**

- Co-ordination with all the departments regarding Daily bases work
- Recording of all incoming and outgoing couriers and parcel
- Take care of day to day admin requirement as Attendance, Leave Management
- Arranging Meetings and take care of important mails to be delivered to the right Depart. Stationary Management
- Attending incoming and outgoing calls
- Handling daily appointments of clients and Guide them properly

## **Educational Background**

- Bachelor of Arts from Delhi University in 2009
- Higher Secondary Examination from C.B.S.E Board in 2005
- Secondary Examination from C.B.S.E Board in 2003.
- 1 Year Diploma in Computer Course From New Delhi 2007
- 1 Year Diploma in Office Management course from YMCA 2009, New Delhi

## **Competencies:**

- Fast learner. Adapt well to changes and pressures in workplace.
- Ambitious, hardworking and committed to excellence.
- Honest, Sincere and a Hard Worker with a high level of Integrity

## **Interest & Hobbies**

- Watching TV & Listening Music.

## **PERSONAL DETAILS:**

Name	:	Manisha Chugh
Husband 's Name	:	Vikas Chugh
Father 's Name	:	Mrs Kishan Lal Bhardwaj
Date Of Birth	:	March 25, 1986
Nationality	:	Indian
Gender	:	Female
Material Status	:	Married
Language Known	:	Hindi, English, Punjabi

### **Contact@:**

C-89 Lajpat Nagar Part 1  
New Delhi 110024

Contact No. 9873968779  
9958782120.

## **Declaration:**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**SIGNATURE**

**Date :**

**Place:**

