

Private Secretary Resume

D.ARUN NEHRU
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OBJECTIVE:

To get affiliated as a stenographer with a firm that provides opportunities to use my inbuilt abilities to advance the business objectives of the firm and obtain my personal career goals.

EDUCATION QUALIFICATION:

B.sc Chemistry in Madras Christian College
Bachelor of Law in ISBM University

PROFESSIONAL EXPERIENCE:

T. Ranganathan Advocate St.Thomas Mount (May 2013 to June 2014)

Designation: Stenographer

Duration: 1 year 1 month

- take and transcribe notes, minutes and dictation
- prepare legal Affidavits, Petition, Writ, Set-aside petition and legal notices
- maintain schedules and calendars
- draft and manage correspondence
- maintain law books and Case files
- schedule legal meetings and appointments

Pk rajagopalan and Santha kumari (Women's legal federation) Advocates Adyar
(July 2014 to July 2016)

Designation: Legal Secretary Cum Stenographer

Duration: 2 years

- provide high level secretarial and administrative support to two senior lawyers
- take and transcribe notes, minutes and dictation
- prepare legal Affidavits, Petition, Writ, Set-aside petition, Tamil Women's Rights Act book and legal notices
- maintain schedules and calendars
- draft and manage correspondence
- maintain law books and Case files
- schedule legal meetings and appointments

Pravda Law Associates Nandanam (July 2016 to September 2019)

Designation: Legal Secretary Cum Stenographer

Duration: 3 years

- provide high level secretarial and administrative support to senior lawyer
- take and transcribe notes, minutes and dictation
- Prepare Motor Vehicle Accident related cases Affidavits, Petition, Writ, Set-aside petition and Type G.O order and Court order documents.

TJ Reals Pvt limited 2019 October to till now

Designation: Private Secretary cum Stenographer

Duration: 4 years

- provide high level secretarial and administrative support to Deputy General Manager
- take and transcribe notes, minutes and dictation Prepare Note sheet for Highly important Projects
- Communication Ledger Maintenance
- maintain schedules and calendars
- draft and manage correspondence
- Maintain Files and Agreements
- schedule official meetings and appointments

Shorthand Knowledge:

- Sound knowledge about shorthand writing.
- Great expertise in Pitman shorthand method.
- Typing speed of 50 WPM and typewriter production of 45 WPM.
- Wide experience in editing and translating stenographic characters into correct English language.

Technical Qualification:

- English Higher shorthand 120 words per minute
- Higher typewriting both Tamil and English

Computer Knowledge:

- DCA
- HDCA
- MS word
- MS Excel
- MS Power Point
- C, C++

Languages Known:

English (Read, Speak, Write)

Tamil (Read, Speak, Write)

Telugu (Speak)

Personal Profile:

Name: D.ARUN NEHRU

Date of Birth: 20-6-90

Father's Name: M.DHANAPAL

Hobbies: net surfing, Reading News Paper

Sex: male

Marital status: single

Nationality: Indian

Declaration:

I have a stated objective and firing desire to achieve it. My goals are not the ultimate stop, but are just awards in my promising career. I can give the ultimate out of me. I look forward to join your company and climb the corporate ladder with my unstinting effort.

I here by declare that the above furnished details are true to the best of my knowledge Your truly

D.ARUN NEHRU