

SMRITI YADAV

Address -B Block H.No.- 4450 Street No.-110 Sant Nagar Burari
Delhi - 110084

MOBILE NO. : - +91- 9953638172 E-MAIL- smritiyadav00@gmail.com

OBJECTIVE:

To obtain a job within my chosen field that will challenge me and allow me to use my education, skill and past experiences in way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

QUALIFICATION:

- ❖ Pursuing MBA in Finance & Accounting from Amity University.
- ❖ B.Com from Delhi University 2017.
- ❖ 12th from CBSE Board Delhi in 2013.
- ❖ 10th from CBSE Board Delhi in 2011.

TECHNICAL QUALIFICATION:

- ❖ Diploma in Computer operation from Sardar Patel Academy & Research Center.
- ❖ Diploma in Modern Office Practice from Meerabai Institute of Technology (Govt. of NCT Delhi) in various subjects Principal of Management, office management, Business environment, Human resource management, Entrepreneurship Development and Typing.

EXPERIENCE:

- ❖ I have two months experience in Bharat Heavy Electrical Limited (BHEL) New Delhi. As a personal secretary in Administrative department.
- ❖ Currently Working in Mideast Pipeline Products as Personal Assistant from June 2016 till now.

STRENGTH:

- ❖ Passionate, Dedicated, Focused & committed to excel.
- ❖ Creative, innovative & Leadership quality.
- ❖ Punctual, Hard Worker, Disciplined & Confident.
- ❖ Passion to learn & Good listener.
- ❖ Possess attitude for continued self learning and keep to update

ROLE AND RESPONSIBILITIES:

- ❖ Drafting letters.
- ❖ Sending mail.
- ❖ Arranging meeting.
- ❖ Attending visitors.
- ❖ Maintain records.
- ❖ Co-ordination with employee & employer for smooth business operations.
- ❖ Dispatch of letters and circulars.
- ❖ Attending phone calls.
- ❖ Sending fax
- ❖ Data entry.
- ❖ Filing.
- ❖ File cabinet setup.

PERSONAL DETAILS:

- ❖ Father's Name : Mr. Krishan Kumar Yadav.
- ❖ Mother's Name : Mrs. Vimla Yadav.
- ❖ Date of Birth : 13th November 1995.
- ❖ Sex : Female.
- ❖ Marital Status : Unmarried.
- ❖ Language Known : English & Hindi.
- ❖ Nationality : Indian.
- ❖ Religion : Hindu