

WINNE KAPOOR

OFFICE ASSISTANT ADMINISTRATOR LOCATION – DWARKA

EMAIL – winnekhanna24@gmail.com CONTACT - 7683058003

OBJECTIVE:

- Responsible for performing numerous clerical and administrative duties.
- Ability to communicate with others, prioritize tasks and effectively coordinate office operations.
- Proficient with phone systems, office equipment, word processing programs and other software.
- Perform specialized duties, such as accounting, managing office inventory or making travel arrangements.
- Familiarity with using basic office equipment, such as copiers, fax machines, and scanners.
- Proficiency in Microsoft Office, specifically Excel, Word, PowerPoint, and Outlook.

EXPERIENCE:

(IST LTD):

2015 – 2021

(OFFICE ASSISTANT & ADMINISTRATOR)

(Main Job Responsibilities) :-

- Processing payments to external partners and maintaining updated records of invoices and receipts.
- Knowledge of making Cheques, Salaries, MS Word, and MS Excel.
- Knowledge of Tally ERP-9, Feeding Vouchers (Debit Note and Credit Note).
- Managing filing system and recording information as needed.
- Helping organize and maintain office common areas.
- Creating maintaining and entering information into databases.
- Photocopies, scans, and files, appropriate documents.
- Maintain stock of supplies by anticipating work requirements, ordering supplies And distributing supplies where necessary.

EDUCATION:

(GRADUATION)
DELHI UNIVERSITY

(B. COM)
2010 – 2013

ADDITIONAL SKILLS:

- Skilled leader with skills in delegating tasks, team building and creating positive customer experience.
- Well versed in Microsoft office suite.
- Good in typing for making letters, send mails, or any other typing work.

PERSONAL PROFILE:

NAME : WINNE KAPOOR
MARTIAL STATUS : MARRIED
LANGUAGE : ENGLISH & HINDI
FATHER'S NAME : LATE KRISHAN KUMAR KHANNA
SEX : FEMALE
DATE OF BIRTH : 24/01/1991
NATIONALITY : INDIAN