

RENU

W/o Deepak Verma

D.O.B – 2nd November 1989

R/o Neelkantha Apartment

Flat No. 08, SN. 55/8,

Vadgaon Badruk, Pune- 411041

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OBJECTIVE:-

To work in an organization where I can continue to grow and work with full dedication and place all my skills, knowledge and abilities for the consistence growth of the organization.

EDUCATIONAL QUALIFICATION:-

- **GRADUATE (B.A Prog.)** from “**UNIVERSITY OF DELHI**” 2011.
- **12th** from “**C.B.S.E**” 2007.
- **10th** from “**C.B.S.E**” 2005.

WORKING EXPERIENCE:-

- **Office Assistant Cum Computer Operator– June 2017 to May 2019.**

Labour Department– Delhi Building & Other Construction Workers Welfare Board,
Govt of NCT Delhi.

Responsibilities:

- Assist Officers and office management in the Court Case proceedings.
- Perform data entry, typing reports, letters, memos and other legal documents.
- Maintain files and records related to the court case so they remain updated and accessible.
- Sort and distribute incoming mails, couriers and notices.
- Prepare and dispatch documents, notices etc.
- Dealing with the public face to face and provide general information.
- Maintain an adequate inventory of office supplies and coordination with Admin Staff.
- Organization and ability to multitask for filing and completing several clerical and administrative tasks at once.

➤ **Admin Executive– April 2013 to Feb 2017.**

Employer Name– M/s. Country Club Hospitality & Holidays Ltd. (New Delhi)

Responsibilities: Provide supports for Admin and Legal Dept.

- Taking care of day to day activities of the organization.
- Responsible for supervision of housekeeping and office maintenance.
- Manage inventory and order supplies for office and Route purchase for daily work.
- Make arrangements of Hotels and Tickets.
- Scheduled meetings and appointments for all lawyers and other staff in the department.
- Maintains, Process, Sorts and organize records and databases of Legal and Administration document.
- Sending couriers, posts and Ensure timely delivery and receipt of confidential information.
- Scan, made Photocopies and performs data entry tasks.
- Procuring and maintaining office assistances in co-ordination with all departments.

➤ **Office Assistant cum Front Office Executive– Jan 2011 to Feb 2013.**

Employer Name– M/s Saroj Construction Co. (Noida).

➤ **Front Office Executive – Dec 2009 to Aug 2010.**

Employer Name– M/s. Unisource Trading (India) Pvt. Ltd. (Okhla).

DECLARATION:-

I certify that all the information furnished above are true to the best of my knowledge and belief.

Date:

Place: Pune (Maharashtra)

(RENU)