

Resume



MIRZA SHADAB BEG
S/O MIRZA RAIS RAJA

Email ID:

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Personal Data:

Date of Birth : 04-02-1991
Sex : Male
State of domicile : Uttar Pradesh
Nationality : Indian
Marital Status : Single
Language Known : English, Hindi

Address:

Village : Mujesh
P.O Box : Chaq Churwanpur
Police Station : Kurebhar
District : Sultanpur
State : Uttar Pradesh
Country : India
Pin Code : 228151

Passport Details:

Passport No : N2546462
Date of Issue : 26/08/2015
Date of Expire : 25/08/2025
Place of Issue : Lucknow U.P

Position Applied

Administrative Assistant & Office Coordinator

Personal Summary

- A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.
- Currently looking for a suitable position with a reputable and ambitious company.

Work Experience

Company Name : Reliance Jio Infocomm Limited.
Administrative Assistant from **2016** to till date.

Duties:

- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organising business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.

Key Skills and Competencies

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Basic Knowledge Internet and Outlook.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.

Academic Qualification:

- Graduation : B.SC (Maths) From RMLU University Faizabad 2013 with science stream.
- Intermediate : Uttar Pradesh Education Board in 2009 with Science stream.
- High School : Uttar Pradesh Education Board in 2007 with Science

Additional Qualification:

- Diploma in Computer Administration from KNIIT Sultanpur in 2010.

Declaration:

I hereby declare that the information stated above is true to the best of my knowledge and belief.

Place:

Date:

Your Faithfully

Mirza Shadab Beg