

SANJEEV KUMAR

H. No. D-55, Street No.2,
Harit Vihar, Near Rose Petals Public School
Burari, Delhi-110084
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Summary

Looking for a position as a Office Secretary

Educational Qualification

- ✓ Graduation (B.A.) Delhi University (School of Open Learning) 2012
- ✓ Senior Secondary (12th) Uttar Pradesh Board, U.P. 1993
- ✓ Secondary School (10th) Uttar Pradesh Board, U.P. 1991

Technological

- ✓ One year Diploma in Computer Programming and System Management (I.T.I.) from Don Bosco Technical Institute, Okhla Road, New Delhi.
- ✓ Microsoft Office: Excel, Word, and PowerPoint and Outlook Calendars
- Worked on different type of Network Platform i.e. Windows 95, Windows 98 and Windows XP. Also familiar with Edition Software
- ✓ Typing Speed 80 wpm

Customer Care

- ✓ Proven customer service and organizational skills
- ✓ Able to answer telephone calls and greet visitors efficiently

Interpersonal

- ✓ Knowledge of business principles
- ✓ Ability to work independently
- ✓ Knowledge of information and communication management
- ✓ Excellent team building and bookkeeping skills
- ✓ Detail oriented; able to multi-task

Total Experience – 17 years

Oct.2010 – Present (6 years 4 months)	S. Ramanand Aiyar & Co., Chartered Accountants K G Marg, New Delhi	Secretary to Senior Partners
Aug. 2003 – Oct.2010 (7 years 2 months)	Jus Juris Law Firm, Jang Pura, New Delhi	Office Secretary

Jun.1999 – Jul.2003 (4 years 1 months)	Bhagwati Data Conversion Services Gurgaon	HTML/XML/SGML Operator
Nov.1997 - Jun.1999	Infoweavers India Pvt. Ltd	Editing Operator

Job Profile

- Provide support and assistance to the Partners by coordinating all communication including email and written correspondence.
- Work involves both written and oral communication, word processing and typing, letter writing, dealing with telephone calls and email enquiries, creating and maintaining filing systems, keeping diaries and other relevant skills. Ability of multi-tasking and work well under pressure.
- Using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
- Maintaining office systems; Booking rooms and conference facilities; keeping notes.
- Managing and maintaining external contacts; Ordering and maintaining stationery and equipment.
- Sorting, distributing incoming/outgoing mails and organizing photocopying and printing various documents
- Arranging both in-house and external events; Registration for Seminar and summits for key leadership members as when required;
- Administrative support in travel arrangement - National and international, scheduling meetings internal / external; compiling and analyzing data; Managing calendars, scheduling meetings; Coordination of meetings; Interaction with clients.
- Organized and maintained file correspondence systems and other essential records.
- Keeping records of meetings /conferences; Attending calls, emails etc., and handling of the same; other administrative tasks as required.
- Ability to adapt to a changing environment

Personal Details

Family	Wife-working in a reputed Law Firm Daughter – studying in IX standard (Presentation Convent School, Delhi) Son – Studying in VIII Standard (Rosary School, Delhi)
Religion	Christian
Salary Drawing	INR 5.60 lakhs p.a. (+ perks like mobile bill)
Notice Period	One month

Place: Delhi

Sanjeev Kumar