***Professional profile***

Name : **CHARISHMA MAHINDRU**

Email: [charishma.01@gmail.com](mailto:charishma.01@gmail.com)

Mob:+919871147774

Dob : 8 oct 1979

Age :36 yrs

Maritial status : married

***Overview :***

Aspiring to work hard and believe in delivering results..

***JOB PROFILE :***

As executive assistant

* Handling the top management office by assisting in all kind of day to day inputting,editing, transcribing, retrieving, copying and transmitting text data and graphics.
* Maintaining executive’s appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
* Representing the executive by attending meetings in his absence, speaking for the executive.
* Completing projects by assigning work to the clerical staff and following up on results.

As restaurant manager

* Planning menus
* Recruiting, training and supervising staff.

promoting and marketing the business.

* Ensuring compliance with licensing, hygiene, health and safety legislation/ guidelines.
* Overseeing stock levels.
* Ordering supplies.
* Producing staff rotas.

***WORK EXPERINCE:***

Jan 1999 to apr 2001

Worked as an executive assistant to the director in a export company m/s sodhi overseas,delhi.

1. Sep 2004 to march 2005

worked as assistant to ceo in bharti infotel ltd(airtel) delhi.

1. May 2005 to aug 2005

Worked as executive assistant to ceo in dominos pizza india limited delh

1. Feb 2010 to march 2011

Worked as assistant manager in restaurant named CAFÉ FIESTA,pahar ganj delhi

1. Apr 2011 to dec 2015

worked as restaurant manager under franchise of “WAH JI WAAH” m/s HARGUN ENTERPRISES, lajpat nagar,delhi

5)from jan 2016 till date

started a restaurant at sec 76 noida (up) under the same brand of “WAH JI WAAH” as proptitorship firm m/s HARNGUN INC.

***EDUCATIONAL QUALIFICATION***

Gradutation b com(pass) delhi university in year 2000

Computer course from aptech from 1997 to 1998