

**NEERAJ
SHARMA**

K-5/6, 1st Floor,
Model Town-III,
Delhi – 110 009
Mobile: 9871028924
email: neeraj_jaypee@rediffmail.com



Objective: To serve on challenging positions that will utilize my subject expertise, enhance my technical skills and provide fast track for professional advancement.

TOTAL EXPERIENCE: 15 YEARS

PRESENT EMPLOYER:

Working as **Executive Assistant to Director – HR, Amity University, Sector 125, Noida** since 15 March 2017.

JOB RESPONSIBILITIES

Taking dictation, to follow up emails, preparing official letters, planning and scheduling meetings, handling matters of confidential natures oversee the performance of other clerical staff, Travel arrangements, screen and direct phone calls and distribute correspondence, maintain and organize the filing systems, etc.

PREVIOUS EMPLOYER:

Worked as **Personal Secretary to Sr. Joint President (REP Project), Jaiprakash Associates Limited, Sector – 128, Noida – 201304** from October 2008 to Feb 2017. The group has developed various residential, Hydro Power and commercial

JOB RESPONSIBILITIES

Taking dictation, managing diaries and organizing meetings and appointments, booking and arranging travel, transport and accommodation, organizing events and conferences, typing, compiling and preparing reports, managing database and filing

PREVIOUS EMPLOYER:

Since May 2004 to September 2008, worked as **Steno Typist to HOD, Intercontinental Consultants & Technocrats Pvt. Ltd. , Green Park, New Delhi**

JOB RESPONSIBILITIES

Taking dictation, typing letters and preparing excel sheets, meetings and appointments, filing etc.

PROFESSIONAL/TECHNICAL QUALIFICATIONS :

Course/ Degree	Institute	Year	Marks/ Division	Subject
10+2	Central Board of Secondary Education, Delhi	1983	III	English, Maths, Accounts, Commerce, Eco.
B.A.(Pass)	University of Delhi	1987	III	English, Hindi, Economics, Political Science

Secretarial Practice	Delhi Institute of Management & Services, Delhi	1989	"A" Grade	Stenography
MS Office	Nice Computer Institute	1996	■	Word, Excel, etc.

PERSONAL :		
Father's Name	:	Late Sh. B.N.Sharma
Date of Birth / Place	:	8 th January 1965
Permanent Address	:	K-5/6, Model Town – III, New Delhi-110009.
Email ID	:	Neeraj_jaypee@rediffmail.com
Contact No.	:	9871028924

SALARY :		
Salary Drawn	:	Rs. 42000/- p.m. + PF,Medical,LTA, etc
Salary Negotiable	:	Negotiable

[NEERAJ SHARMA]