

Resume

NITIN VERMA

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CAREER OBJECTIVE

To work in healthy environment where my sincerity, hard work & dedication will result in the success of the organization as for my carrier.

QUALIFICATION

- BA
- -Office Management & Secretarial Practice course passed from Delhi University in 2014.
- 12th Passed from CBSE in 2011.
- 10th Passed from NIOS in 2009.

WORK EXPERIENCE

- Working at M/s AK Lumbers Ltd. as Executive Assistant since 01st September 2018.
- Worked at M/s Indraprastha Gas Ltd- New Delhi as Executive Assistant from 10th May 2017 to 31st August 2018 on payroll of M/s DCM Data Systems- Gurugram.
- Worked at M/s SB Protech Pvt. Ltd- New Delhi as Executive Assistant from 15th Dec 2015 to 30th April 2017.

TECHNICAL KNOWLEDGE

- MS Word, PowerPoint presentations, Advance Excel, VBA, Access.
- Google sheet & Trackers.
- HTML, CSS, Bootstrap.

CURRENT WORKING PROFILE

- Drafting Letters & Emails.
- File, Record & Data Management.
- Hotel Booking.
- Travel & Visa processing.
- Courier & Correspondence.
- Managing Vendors.
- Arranging meetings.
- Imprest & petty expenses.
- Payroll System.
- Designing Presentations.
- MIS related to sales, marketing, distribution, finance etc.

STRENGTH

Honesty, self-confidence and strong approach.

PERSONAL DETAILS

Father's name	:	Mr. Rajpal Verma
Date of birth	:	07 JAN 1994
Gender	:	Male
Nationality	:	Indian
Marital status	:	Single
Language Known	:	Hindi, English

DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

(NITIN VERMA)