

Vandana

vandana7mehta@gmail.com

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05-17-2019

Dear Hiring Manager,

I'm applying for Admin Cum EA position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Regards

Vandana

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Gender :Female

DOB :30/11/1987

State :New Delhi

L-19, Bal Udyan Road, Uttam Nagar

Mobile :+919643701795

Marital Status :Unmarried

City :Delhi

Country :India

OBJECTIVE

I aspire for a challenging position in a professional Organization where I can enhance my professional skills and strengthen my performance in adding with Organization's motto. Myself a self motivated achiever with an ability to plan and execute.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
MBA HR	Vibayaka Mission University	2016	79%
BBA	Alagappa University	2014	68%
Sr. Secondary	CBSE Board	2005	65%
Secondary	CBSE Board	2003	60%

WORK EXPERIENCE

Organization	Designation	Duration
Infinite health Studio	Client Servicing Manager Operations	Aug 2018 - May 2019
Clues Network Pvt. Ltd.	Sr. Office Administration	Nov 2015 - Apr 2017

Roles

- Manger Operation(Client Servicing)

Heading operations.
Vendor Managment
Training & grooming
Review team performance
Planning & controlling
Coordination with Client
Coordination with Marketing manager's
Project Planning with managment.

- Office Asmin cum Admin

Travel Managment(Domestic, International),Vendor Managment,Event Management.
MIS Report.
Billing and payments, PO, Cost cutting,Approvals
Day to Day activities.
Team handling, performance review, salaries, OT, leaves.
Dairy Managment, Calendar Managment, Meetings schedule, travel, email, calls, credit card bills,
weekly,monthly, reports etc.

FIELD OF INTERESTS

- Learning
- Traveling

SKILLS

- Communication
- Ms-office
- Team Managment
- Billing
- Quick learner

ACHIEVEMENTS

- Work Excellence certificate
- Association appreciation Award

STRENGTH

- Hardworking
- Flexibility and Adaptability

HOBBIES

- Animal Care
- Dancing
- Singing
- Reading

DECLARATION

I do hereby declare that the above statements mentioned in my resume are true and correct to the best of my knowledge and belief.

Date : 17-May-2019

Place : Delhi