

POOJA VERMA

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Professional Summary

- ✓ Over 4 years of experience in driving whole gamut of Administration & Secretarial activities like Client coordination, Employment engagement, MIS, other day to day activities as required, Travel Management, Calendar Management and coordination on behalf of MD.
- ✓ Currently Working with Ornate Quality Services Pvt Ltd. New Delhi as Executive Assistant.
- ✓ Currently the role demands to pursue a challenging assignment, which demand responsibility, innovation and creativity where I can prove my multi-dimensional worth.

Current Assignment

Working with "**Ornate Quality Services Pvt. Ltd., Nehru Place, New Delhi** as "**Executive Assistant**" from May 2016 to till Date.

- Taking care of the day to day activities of the Organisation.
- Answering phone inquiries, directing calls and providing basic company informations.
- Taking care of Calendar management and monthly activity of MD.
- Preparing the record of all clients.
- Making minutes of meetings.
- Plan/organise and implements events such as meetings, business luncheons or clients dinner.
- Arranging travel, accommodation, itineraries and all correspondence related to arrangements as needed.
- Prepare reports, presentations and data as well maintaining files, records, and correspondence for meetings.
- Responsible for drafting letters and mails on behalf of MD.
- Plan and organise MD work schedule to maximise their use of time.
- Manages executive schedule and acts as liaison for executive team
- Handles confidential information, organises and maintains files
- Trains, manages and supervise lower level assistants, clerical staff and receptionists.

As a **Admin Executive**, with **Tansen Sangeet Mahavidyalaya/The Life Beautiful, Kalkaji, New Delhi** from **April 2015** to **April 2016**.

- Responsible for Counselling Students and parents about the courses and programs.
- Champion entire student cycle: Prospecting, Counseling, Admission, Orientation, Support, Satisfaction, Retention and Productive Output.
- Interaction with students and parents on routine basis for doubt clearing, general counselling and progress feedback.
- Conduct Parent Teacher Meetings.
- Clarifying of doubts of students and parents as and when required.
- Monitor class schedules to ensure smooth running of classes.
- Conducting test papers, assignments etc.
- Study material distribution and allocation.
- Co-ordinate with other centres in the region.
- Fee collection and petty cash management as and when required.
- Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers.
- Handling assigned administrative responsibilities like transport, hostel, food-canteen etc.

Education Qualification

- B.A (Programme) from SOL Delhi University
- Intermediate (12th) from NIOS (CBSE Board).
- High School (10th) from Kalka Public School (CBSE Board), Kalkaji, New Delhi.

Computer Literacy

- Working knowledge of MS Excel, MS Word, MS Powerpoint, Outlook & Internet mails.
- Internet surfing (collection data, net searching, email checking etc.)

Personal Details

Father's name	:	Late. Ajay Kumar
Date of birth	:	5 th March, 1996
Marital Status	:	Single
Address	:	B-1, Second Floor, Vishwakarma Colony, New Delhi-110044

Place:

Date:

Sign
(Pooja Verma)