

RESUME

PUNEET KUMAR

278/4, New Defence Colony

Muradnagar, Ghaziabad, U.P.

Mob: - 9953248471

Email Id: -puneetkumar2784@gmail.com

CAREER OBJECTIVE

To serve in organization that leads me a supportive and co-operative learning environment to diversity my skills, challenge me intellectually and offer me a good potential for future. I believe there are no short cuts to success and hope my traits of hard work, determination and dedication towards whatever I do help me to achieve success.

EDUCATIONAL QUALIFICATION

- ✓ 10th Standard from U.P Board in 2003.
- ✓ 12th Standard from U.P Board in 2005.
- ✓ B.A from C.C.S. University Meerut in 2008.
- ✓ M.A. from C.C.S. University Meerut in 2010.

PROFESSIONAL QUALIFICATION

- ✓ One-year Diploma in Secretarial Practice (Office Management)

OTHER KNOWLEDGE

- ✓ Basic Knowledge of Computers.
- ✓ Good Typing Speed in English Typing.

EXPERINCE

- ✓ Working in **Dawnsun Exim Corp.** as a **Sr. Executive Assistant** since 15 April 2019
 - 1. Managing task given by the Director.
 - 2. Executive communication including taking calls responding to emails and interfacing with client.
 - 3. Managing the travel ticketing, hotel booking, scheduling meeting and appointments.
 - 4. Client welcome behalf of the Director and fulfill the requirement of client.

- ✓ Worked in **Geo Informatics Consultant Pvt Ltd**, GZB as a **Corporate Assistant** since 01 June 2018 to 13 April 2019.
 - 1. Coordination executive communication including taking calls responding to emails and interfacing with client.
 - 2. Prepare internal corporate documents for the team members.
 - 3. Assist the Quality of the Technical Support Department, according to ISO.
 - 4. Schedule meetings and appointments and manage travel planning of Director.
 - 5. Develop and sustain a level of professionalism among staff and client.

- ✓ Worked in **Nirankari Foods**, Muradnagar as **Office Assistant** Since 29 November 2015 to 31 May 2018.
 - 1. Handing Billing, production, Quality and Admin related work.
 - 2. Taking calls, responding emails and interfacing with client behalf of the Director.
 - 3. Planning and organizing production schedules,
 - 4. Schedule meetings and appointments and travel planning of Director.
 - 5. Supervision the work of junior staff and reporting the Director of whole day work.

- ✓ Run my own business (Invigilator Coordination with FIIT- JEE & Cyber Services) from 2011 to 2015.

- ✓ Worked in **Exl Services, Noida** as a **Customer Care Executive** since 27 July 2009 to 30 August 2010.
 - 1 Maintain the insurance documentation of the customers.
 - 2 Renew, restart and deactivate the customer's insurance policies on customer request.

HOBIES

- ✓ Listening Music
- ✓ Spiritual Activity
- ✓ Social Activities
- ✓ Anchoring

STRENGTHS

- ✓ Responsible towards works
- ✓ Motivating Attitude.
- ✓ Good communication skills.
- ✓ Smart cum Hard worker
- ✓ Willing to work and learn.
- ✓ Work flexibility

PERSONAL DETAILS

Father's Name	:	Mr. Ved Prakash
Date of Birth	:	09 November 1986
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	Hindi and English

“I hereby declare that the all the information are true to best of my knowledge.”

Date:

Place:

(PUNEET KUMAR)