

Dharmendra Kumar Gupta
Address: B-16A, New Ashok Nagar,
Near Church, New Delhi -110096
Email: dharmendra01166@gmail.com
Mobile No: 9599399228, 9716534277

Career Objective:

Proactive Administrative Executive with more than 5 years of progressively responsible experience. Strong organizational skills and an ability to manage multiple Assignments. Seeking a quality environment where my knowledge and experience can be shared and enriched. I believe my contribution to the organization will be enhanced in a mutually beneficial manner.

◆ Background

- ❖ Education : M.B.A. (Sikkim Manipal University)
- ❖ Experience : 5 Years

◆ Roles & Responsibilities

- ❖ Travel Desk & Accommodation Management
- ❖ SIM Card Management
- ❖ Office Stationary Printing Management
- ❖ Vendor Management
- ❖ Transportation arrangements
- ❖ Office Administration
- ❖ Vendor monthly Invoices & Payment
- ❖ Coordination with other department for smooth operation.
- ❖ Knowledge of Payroll

◆ Key Strengths

- ❖ Maintain scheduled work and complete as per plan.
 - ❖ Improvement & Team Building
 - ❖ Create New thing for Improve office efficiency
 - ❖ Positive thinking and winning performance.
 - ❖ Coordinate well in a team as well as perform well in an individual environment
 - ❖ Ability the handle the pressure
-

◆ **Employment History:-**

- 1) Currently working with Vivo Mobile India Pvt. Ltd. Gr. Noida as Admin Executive Since January-2017.
- 2) Worked with Inventa Cleantec Pvt. Ltd. Noida as Admin Executive Since July -2012 to 2016.

◆ **Professional Qualification**

- ❖ Master of Business Administration (MBA) from Skkim Manipal University (2016)

◆ **General Education:-**

- ❖ Graduation in Arts from BRA Bihar University Muzaffarpur in 2012.
- ❖ Higher Secondary Bihar Intermediate Exam Board Patna in 2008.
- ❖ Matriculation, B.S.E.B. Patna in 2006.

◆ **Achievements:-**

- ❖ Awarded for the most Dependable Employee by the Director of Company in October 2015.

◆ **Additional Skills:-**

- ❖ **Computer:**
- ❖ Proficient in MS Word, Excel, PowerPoint & Internet.
- ❖ **INTERESTS**
- ❖ Listening Song, travelling, and learning new skills

◆ **Personal Details:-**

Father' Name : Sh. Lal Bahadur Sah
Date of Birth : 3rd June 1991
Marital Status : Unmarried
Nationality : Indian
Language Known : Hindi & English

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and believe.

Date: Delhi

Place: 01.05.2018

(Dharmendra Kumar Gupta)
