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| **NEERAJ SHARMA** | K-5/6, 1st Floor,  Model Town-III,  Delhi – 110 009  **Mobile: 9871028924**  email: [neeraj\_jaypee@rediffmail.com](mailto:neeraj_jaypee@rediffmail.com) |
| **Objective**: To serve on challenging positions that will utilize my subject expertise, enhance my technical skills and provide fast track for professional advancement. | |
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| **TOTAL EXPERIENCE: 15 YEARS** | |
| **PRESENT EMPLOYER:**  Working as **Executive Assistant to Director – HR, Amity University, Sector 125, Noida** since 15 March 2017.  **JOB RESPONSIBILITIES**  Taking dictation, to follow up emails, preparing official letters, planning and scheduling meetings, handling matters of confidential natures oversee the performance of other clerical staff, Travel arrangements, screen and direct phone calls and distribute correspondence, maintain and organize the filing systems, etc. | |
| **PREVIOUS EMPLOYER:**  Worked as **Personal Secretary to Sr. Joint President (REP Project), Jaiprakash Associates Limited, Sector – 128, Noida – 201304** fromOctober 2008 to Feb 2017. **The group has developed various residential, Hydro Power and commercial**  **JOB RESPONSIBILITIES**  Taking dictation, managing diaries and organizing meetings and appointments, booking nd arranging travel, transport and accommodation, organizing events and conferences, typing, compiling and preparing reports, managing database and filing | |
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| **PREVIOUS EMPLOYER:**  **Since May 2004 to September 2008, worked as Steno Typist to HOD, Intercontinental Consultants & Technocrats Pvt. Ltd. , Green Park, New Delhi**  **JOB RESPONSIBILITIES** | |
| Taking dictation, typing letters and preparing excel sheets, meetings and appointments, filing etc. | |

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| **PROFESSIONAL/TECHNICAL QUALIFICATIONS :** | | | | | | |
| Course/  Degree | Institute | | Year | | Marks/  Division | Subject |
| 10+2 | Central Board of Secondary Education, Delhi | | 1983 | | III | English, Maths, Accounts, Commerce, Eco. |
| B.A.(Pass) | University of Delhi | | 1987 | | III | English, Hindi, Economics, Political Science |
| Secretarial Practice | **Delhi Institute of Management & Services, Delhi** | | 1989 | | “A” Grade | Stenography |
| MS Office | **Nice Computer Institute** | | 1996 | |  | Word, Excel, etc. |
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| **PERSONAL :** | | | | | | | |
| Father’s Name | | **:** | | Late Sh. B.N.Sharma | | | |
| Date of Birth / Place | | **:** | | **8th January 1965** | | | |
| Permanent Address | | **:** | | K-5/6, Model Town – III,  New Delhi-110009. | | | |
| Email ID | | **:** | | Neeraj\_jaypee@rediffmail.com | | | |
| Contact No. | | **:** | | 9871028924 | | | |

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| **SALARY :** | | |
| Salary Drawn | **:** | Rs. 42000/- p.m. + PF,Medical,LTA, etc |
| Salary Negotiable | **:** | Negotiable |

**[NEERAJ SHARMA]**