

# AARTI SINGH JALAL

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To establish myself in a globalize challenging environment and to occupy a specific position in your reputed organization through my skills, knowledge, hard work and capabilities.

## **WORK EXPERIENCE**

### **JJ IMPRINTS PVT. LTD., NOIDA**

***EXECUTIVE ASSISTANT (Jan '16- Current)***

#### **Responsibilities:**

- ❖ Taking care of office operation & coordination with team being point of contact between executives and employees/clients.
- ❖ Schedule and coordinate meetings and appointments of the Director.
- ❖ Planning the day-to-day activities as per the task given by the Director.
- ❖ Create regular reports and update internal databases.
- ❖ Responsible for new hiring, joining, introduction, training arrangements.
- ❖ Preparing offer letter, completing joining Formalities and documentation.
- ❖ Devised and maintain office filing system.
- ❖ Coordinating with the Purchase Department, Production Department & Marketing.
- ❖ Coordinating with the dealers, suppliers and vendors.
- ❖ Sampling work of Export clients.
- ❖ Preparation of Export Shipment Documents & planning for dispatch.
- ❖ Coordinating with the shipping agent and freight forwarder of the company.
- ❖ Coordinating with CHA for documentation.
- ❖ Prepare Visa Documents.
- ❖ Coordinate Director's communication including taking calls, responding to emails and interfacing with clients.
- ❖ Handling the petty cash and keeping the record of expenses.
- ❖ Doing administrative and clerical tasks (such as scanning or printing).
- ❖ Management of E-commerce portals (Amazon, Snapdeal, Firstcy etc.)
- ❖ Listing of products on online channels.
- ❖ Manage and confirm orders/sales return on different E-com portals.
- ❖ Forecast future buying trends and seasonal events.
- ❖ Posting, Ensure & Verify Entries -Sales Invoicing, Purchase, utility etc.
- ❖ Data Research Analyst.
- ❖ Bulk emailing work through software.
- ❖ Ability to handle multiple tasks simultaneously.

## **EDUCATION**

- ❖ MCOM from Indira Gandhi National Open University (IGNOU) in December 2019.
- ❖ BCOM from School of open learning (Delhi University) in June 2016.
- ❖ Computer course from NIIT in 2013.
- ❖ Intermediate (Commerce Stream) from CBSE Board in 2012.
- ❖ High School from CBSE Board in 2010.

## **SKILLS**

- ❖ Office Management | Visitor Management | Expense Management | Logistics | Collaboration and Communications | Customer Service | HR Activities | Maintaining Filing System | Time and Workload Management |

## **PERSONAL PROFILE**

Father's Name : Mr. Puran Singh Jalal  
Date of Birth : 28 August 94  
Marital Status : Single  
Gender : Female  
Language Known : Hindi, English

**Date:**

**Place:**

**(AARTI SINGH JALAL)**