**Neha**

Nehakashyap111999@gmail.com | 987 335 3214

H. No 588, 4th Floor, Jahangir Puri, Delhi, Delhi 110033

**Professional Summary**

Highly organized and meticulous Assistant with experience in corporate office settings.Adept at preparing and maintaining files, greeting visitors and restocking supplies. Good communicator and planner with strong judgment and critical thinking abilities.

**Strengths & Skills**

|  |  |
| --- | --- |
| * Time management * Time Letter preparation * Correspondence handling * Pleasing Personality * Great Customer Service Skills | * Documents filing * Multi-line phone proficiency * Filing and data archiving * Ability to resolve escalations * Ability to interact with people |

**Work History**

**01/2019 - Current | Front Office Executive | Travel Boutique Online - Gurgaon , Haryana**

* Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving
* Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates
* Drafted professional business memos, letters and marketing copy to support business objectives and growth
* Prepared packages for shipment, pickup and courier services for prompt delivery to customers
* Provided logistical support for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance

**03/2018 - 01/2019 | Sales Executive Cum Front Desk Executive | Anytime Fitness - Delhi, Delhi**

* Worked with team to resolve gym related problems, improve operations and provide exceptional customer service
* Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping
* Monitored social media and online sources for industry trends
* Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals
* Increased sales revenues and services by leveraging effective negotiating skills
* Enhanced success of advertising strategies by boosting engagement through social media and other digital marketing approaches

**04/2017 - 02/2018 | Brew Master | Cafe Coffee Day - Delhi, Delhi**

* Helped managers make accurate decisions by tracking deviations from production targets with daily logs
* Kept operations in compliance with company, safety and legal requirements
* Received training and certification from CCD to represent brand, explain technical functions of mobile devices and guide product selection by customers
* Managed quality assurance program including on site evaluations, internal audits and customer surveys

**Educational Qualification**

* Secondary from CBSE in 2015.
* Senior Secondary from CBSE in 2017.
* Pursuing Graduation from Delhi University.

**Additional Qualifications**

* Ms Office
* Tally
* English Typing with speed 30 w.p.m.

**Personal Information**

**Interests:** Cooking & Drawing

**Languages Known:** Hindi & English

**Date of Birth:** 1st January, 2019

**Marital Status:** Single

**Nationality:**  Indian

**Date:**

**Place:  
 (NEHA)**