

**Meha Bhatnagar**

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## Brief Introduction

To build up a career whereby I can gain knowledge through experience and use my skills effectively to give my best to the organization’s growth, thereby contributing to its success.

**Career Profile**

* Worked as an Administrator with ALG India Law Offices since September 2019 till March 2020
* An excellent communicator with good coordination abilities. Well versed in working in a highly computerized environment*.*
* A team player with exceptional relationship management, analytical and problem-solving skills.

## What I Expect

Lead role that will give me ample opportunity to contribute, learn, achieve and develop my skills while contributing for the growth of organization. I’m looking for an organization that believes in challenges, smart work and career development.

**Current Employment Profile Total Work Exp – 3 years**

**September 2019 till March 2020 – ALG India Law Offices**

## Key Areas

* Handling administrative duties.
* Compliance to company policies.
* Coordinate office activities and back-end operations to secure efficiency.
* Supervising administrative staff and dividing responsibilities to ensure performance.
* To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among personnel.
* Maintaining minutes of the meeting
* Providing full range of Operational and Administrative Support to the immediate supervisors
* Keeping immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his/her advice and counsel.
* Working efficiently on MS Word, MS Excel, Power point and Outlook.

**IT Skills**

* Well Conversant with MS Word, Excel, Power Point, Google tools
* Adapt quickly and easily to customized computer software
* Proficient in using Internet for browsing and research
* Well versed with new and emerging technologies and software

**Academic Credentials**

* Post Graduate in English Literature from Maharishi Dayanand University, Rohtak. (2017)
* Graduate in Commerce from Kurukshetra University Kurukshetra (2015)
* ICT training from ICAI. (2014)
* Senior Secondary from CBSE (2012)

## Strengths

* Ability to work under pressure and to be knowledgeable on any issue and carry out the same effectively and efficiently. Zeal to work and produce better results and having good communication skill.
* Dynamic and Energetic, Confident, Team Player, Pleasing Personality, Good Presentation and interpersonal skills.

## Extra-Curricular Activities

* Won medal at Orientation Program conducted by ICAI.
* Participated in Debate, Quiz, and Extempore Competitions at Inter School Level.
* Participated in certain Games and Sports at school.

## Personal Information

Name : Meha Bhatnagar

Date of Birth : 24-06-1995

Nationality : Indian

Languages known : English and Hindi

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