**Curriculum Vitae**

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| **MAMTA NEGI**  **Contact : +91-8130428600 Mail Id : mamtanegi990@gmail.com**  **Objective**  To work with an organization that will utilize my management, supervisiory and administrative skills for mutual growth and success.  **Experience Details**   * Working with SIGMA FREUDENBERG NOK Company as Computer Operator from Nov-2013 to Aug- 2015. * Working with SOFTBRAIN PVT. LMTD. As a Office Assistant from June-2013 to Nov-2013.   **Job Profile**   * Responsible for maintaining the records of office inventory. * Distributing the stationary as per requirement and keeping the record. * Checking the availability of stationary and other required things and ordering for them. * Maintaining the documents records. * Assisting the admin manager in planning and executing the events and other activities in organization. * Managing the house keeping and operator’s data and duties. * Responsible for checking the cleanliness of office. * Responsible for checking the office’s assets are in good condition. * Responding the mails. * Responsible for handling the keeping the record of expenses.   **Education Background**   * Bechelors from Arts graduate from panjab university with 66.1 %. * Higher secondary passed from CBSE with 58.6 %. * High school passed from CBSE with 49.2%.   **Trainings**   * Personal Development Course from Regional Institute of English (2012-2013) * Certificate course in computer applications from Artex Computer Pvt. Lmt. (2006**)**   **Key Skills**   * Good verbal and written communication skills. * Team work. * Can get work done from others easily. * Hard working and loyal.   **Extra Curricular Activities**   * Participated in Yoga and Ball Badminton competition many times during my college.   **Hobbies**   * Reading books. * Listening to music.   **Personal Details**   * **Date of Birth** : 22-5-1990 * **Languages known** : English, Hindi, Punjabi * **Marital status** **:** Married * **Address** **:** E/c -44 Jai Vihar, Najafgarh, New delhi |
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