**RESUME**

**VERONICA BUNNY**

**E-mail Address:** [-verubunny@gmail.com](mailto:-verubunny@gmail.com)

**Mobile No.:- 9953984119**

###### Personal Information:-

**Date of Birth : September 5, 1992**

**Father’s Name : Mr. Robert Bunny**

**Gender : Female**

### Nationality : Indian

**Marital Status : Un-Married**

**Language Known : English, Hindi& French**

## Job Objective

To obtain a position in an organization where there is opportunity to exhibit strength and enhance skills while striving for the growth and development of organization

## Academic Qualification:-

* 10th Passed from C.B.S.E. Board in 2009
* 12th Passed from C.B.S.E. Board in 2011
* Diploma course in **Office Management** from **YMCA**

(Young Men Christian Association)

* Pursuing B.A. from Delhi University.

##### Technical Qualification

* Knowledge of :-
  + - MS-Office
    - MS-Word
    - Power Point
    - Excel

## Work Experience

* 15 days training in CCIE (Central Cottage Industrial Emporium) as a Sales Associate through YMCA.
* Worked as a “**PR Coordinator”** and “**Executive Assistant”**to General Manager , Executive Assistant Manager and C.E.O in **PICCADILY HOTEL,**New Delhi formally **HILTON HOTEL** Jankapuri. (Dec 2012 till July 2015)
* Currently working with the **Radisson BluPachimViha**r, New Delhi by **Carlson group of hotels as** anExecutive Assistant to the General Manager. (July 2015 – till date)

**Roles &Responsibilities : For Executive Assistant**

* Manage Calls, Fix meeting.
* Making Travel Arrangements.
* Answer Phone Calls, Emails. Fix appointments, Co-Ordination with different department on various issues.
* Managing Mail on daily basis, including taking dictation for responses.
* Drafting letters and other documents, such as PowerPoint presentations
* Managing diaries and making appointments.
* Coordination with other employees and departments as well as appointments.
* Coordination for travel and arrangements.
* Other related miscellaneous work
* Preparing and distributing papers and documents for meetings
* Taking minutes
* Maintaining filing systems
* Using various computer packages - Word, Excel, PowerPoint

**Roles &Responsibilities : For PR Coordinator**

* Manage and execute meetings.
* Propose internal promotions through the media and general public.
* Cultivate relationships with media – both traditional and new media.
* Perform all other tasks as assigned by management.
* Work closely with supply chain, agencies, sales, and customers to develop and coordinate successful and on time implementation of marketing programs resulting in increased
* Develop and maintain relationships with suppliers, manufacturers and retailer marketing departments.
* Meeting public relations requirements.
* Creates implements and oversees communications programs that effectively describe and promote the organization and its products including graphics, brochures, company or product fact sheets, logos, or other promotional products.
* Performs a variety of tasks.

**Hobbies and Interest**

* Painting
* Listening music
* Cooking

### Key Strength

* Energetic and adaptable to diverse work situation
* Good at relationship building
* Keen Learner & Focusing at work
* Good listener and quick learner
* Hard working
* Passionate & Honest towards my work
* Career oriented
* Presentable
* Communicate efficiently
* Manage time and projects effectively

**Permanent Address**

JG-3, 74/B Vikas Puri

New Delhi – 110018

Near CRPF Camp

**I hereby declare that the above all statements made in the application are true and complete to the best of my knowledge and brief.**

### Place: New Delhi

**(VERONICA BUNNY)**