|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | 🞂BABITA  RZ-15, Vashisht Park, Pankha Road, New Delhi - 46  Mobile: +91 9013676034  E-mail: babitalal.03@gmail.com |

|  |  |
| --- | --- |
|  | Objectives  Self-motivated professional looking for a customer focus role to utilize skills & experience gained to further organization’s vision and help in its accomplishment.  Education  Bachelors in Arts (B.A.) from Delhi University (Completed in 2014)  Experience  **Administrator** (2015 – ongoing)  Migration ideas (Zentora visas specialist)  [Handle branch responsibilities and admin department]  Data Management Associate (2013 – 2015)  National Informatics Centre (New Delhi)  [received and dispatch files and maintain files records, also maintain files record in official mail]  Central Head (2011 –2013)  New Golden Pacific Marine Academy Pvt. Ltd. (New Delhi)  [maintain admin department, official documents and student documents]  Professional Certifications  Secretarial Course from YWCA (Completed in 2013)  Manual Typing Certification (Completed in 2013)  Skills   * Proficient in Microsoft Office applications (including Outlook, Word, Excel & Power Point) * Experience in use of modern business software applications * Well-developed written & verbal communications * Ability to work to pre-defined timescales * Strong customer focus approach and manage customer expectations   Personal Details   * Father’s Name : Late Shyam Lal * Date of Birth : 03-March-1990 * Language Known : Hindi & English * Hobbies : Listening music, shopping etc., |
|  |  |
|  |  |

|  |
| --- |
|  |