Present Salary: 4.3LPA

DOB: 15/02/1980

**Curriculum Vitae**

**Arun Vohra**

**108/1, Street No.5, Krishna Nagar**

**Safdarjung Enclave, New Delhi -110029**

**E-mail: avohra720@gmail.com**

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| **Career Objective** |

To work in a healthy and encouraging environment full of challenging opportunitieswhich should provide ample scope for high-career growth through a continuous learning and endeavor to become a competent professional.

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| **Work Experience** |

* Worked with **AALIANZ AUTOMOBILES** (26-03-03 – 01-01-06).
* Worked with **FIDELITY INTERNATIONAL SERVICES PVT LTD** (03-01-06 – 20-10-11).
* Worked with **JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL**(06-02-2012 to 15-09-14.
* Presently working with **VLS FINANCE LTD.** (18-09-14 to till date).

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| **Strength** |

* Capable of managing team & projects.
* Quick learner, highly motivated and enthusiasm.
* Creative, problem solving and able to meet deadlines.
* Initiative, well dedicated and excellent interpersonal skills.
* Determined, committed, innovative and hardworking and able to work under pressure.

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| **Working Area – AALIANZ AUTOMOBILES (26-03-03 – 01-01-06)** |

1. **Role: -Executive Assistant to CEO**

* Preparing all reports in MS- Excel for updating the stock updation, inventory accommodation and control of inventory.
* Preparing invoices of cars that are delivered everyday for the customers.
* Preparing presentation for the head of department in the form of PPT on month on month basis. Presentations also include graphs and pie-charts representing the low performers and high achievers in specific month.
* andling of the incoming and outgoing correspondences of the Chief Executive Officer (CEO) and giving the required couriers to the required departments for further action and compliance.
* Handling incoming and outgoing mails of the CEO. Drafting appropriate response for the concerned people who all are addressed in the mail.
* Attending meeting with the concerned departments while showing the status of the month via presentations made.
* Taking follow ups from the concerned persons as per the minutes of meeting discussed by the CEO.

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| **Working Area - FIDELITY INTERNATIONAL SERVICES PVT LTD** (03-01-06 – 20-10-11). |

**Role: -Senior Team Associate**

**Client: US BASED CLIENT**

**Telecom process**

* Handling incoming and outgoing queries of US customers via email and chat.
* Helping them in trouble shooting their systems while they are working on the specific projects
* Generating various customized and available reports required by management for sharing with the team mates in excel and power point presentation. Also sharing the individual performances of the person in a month and areas of improvement.
* Providing backend support to the customer in handling their phone and giving suggestions as to how they can improve the performance of the view of their system while they are away.
* Handling the complete team of 20 peoples in the absence of the Team Lead and helping others in solving their issues related to any new query being asked by the customer.
* Helping team mates in handling any challenges faced by them during the query and giving end to end support to the customer so that he is able to resolve the issue while he is working on any specific project and the system is not supportive.
* Received much good feedback from the US customer once the issue is resolved.

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| **Working Area - JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL** (06-02-2012 to 15-09-14) |

Role: **Executive Assistant to Director**

* Preparing report in MS-Excel of the Daily Work done by all departments along with the next day target
* Maintaining files of the internal correspondences received from each department and ensuring the timely action by the Director on each correspondence.
* Preparing Minutes of meeting with each department highlighting the points discussed. Sharing the minutes with each department HOD and taking due care that the required action is being taken timely.
* Preparing Powerpoint presentations of the Agenda Points to be discussed with each department HOD. These presentations include the bargraphs, pie-charts. Also the further point of actions to be taken by specific department HOD to increase the no. of graduated students in each year.
* Presentation also includes showing actual results and the future aspects (areas of improvement) to increase the no. of students admitted within a year.
* Arranging meeting of the Director with foreign delegates within the office premises and outside the premises.
* Coordinating with all departments for the Daily and Routine work done. Preparing reports in MS-Excel putting up for director review before the Daily Status Report is prepared.
* Issuing required circulars and notices for the day to day activities to be carried out on time by specific department. HODs to take care of the required activities.
* End to End coordination with the Admin Department to help the activity goes on smoothly and timely.
* Preparing surveys for the rankings to be given by the respective agencies. Preparing the required presentations and required data analysis report to be shared with the specific team of experts so that the institute gets the best ranking.

**Working Area -**Presently working with VLS Finance Ltd. (18 September 2014 to till date)

**Role: Executive Assistant to the Promoter and Director of VLS Finance Ltd.**

* Maintaining calendar for the daily appointments.
* Fixing meeting with any specific person within the office. Coordinating with the concerned person and getting the time line approved.
* Preparing reports in MS-Excel with pie-charts for each department showing all the areas of growth and improvement.
* Preparing Power point presentations of the Group of Companies along with bar-charts showing the growth of the company when any visitor comes for business purposes with the Director.
* Keeping record of the minutes of meeting and sharing the minutes with the concerned delegates. Taking follow up on the points shared in the minutes and taking their action points to improve performance.
* Taking care of Director’s correspondences via email and couriers. Sharing the correspondence with the Director and routing it to the concerned person for further action.

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| **Awards** |

1. Awarded twice the award for the best performance in **Fidelity Information Services Pvt. Ltd.**

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| **Technical Qualification** |

* Completed **DOEACC A LEVEL COURSE (EQUIVALENT TO MCA) from** DOEACC SOCIETY.

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| **Personal Information** |

* Name : Arun Vohra
* Date of Birth : 15-02-1980
* Father’s Name : Mr. ManoharLal Vohra
* Address : 108/1, Street No.5, Krishna Nagar, Safdarjung Enclave

New Delhi – 110029.

* Contact Number : 9899523016
* Language Known : English, Hindi
* Maritus Status : Married

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| **Academic Qualification** |

1. Class X 1996 CBSE BOARD
2. Class XII 1998 CBSE BOARD
3. B.Com (Pass) 2002 Delhi University

**Date**

**Place: - New Delhi Arun Vohra**