**CURRICULAM-VITAE**

**RENU**

**Mobile - +91-9555356999**

**E-mail**    **renu\_96@yahoo.in**                               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE.**

I will try my level best my worth. I shall try my level best to complete all the assignment entrusted upon me and shall always strive to perform better. I do here by declare that the information furnished be me are correct and true to the best of my knowledge

**PROFESSIONAL EXP.**

1. **October 2015 ( More than 2 years’ experience)**

* **Currently working with TORIELLI S.R.L as an Executive Secretary.**
* Managing Day-to-Day operations of the office.
* Maintain executive’s agenda and assist in planning appointments,

Service Visit etc.

* Receive and screen phone calls and redirect them when appropriate.
* Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
* Maintain record of day to day Cash expenses.
* Make travel & guest arrangements for executives or visitors.
* Handle confidential documents ensuring they remain secure.
* Prepare Proforma invoices & Quotations and provide to Client/Customers.
* Maintain electronic and paper records ensuring information is organized and easily accessible.

1. **July (2014 – Sep 2015) (14 months experience)**

* **Dealsothon online pvt. Ltd. As an Office Assistant.**
* Performing Mailing work.
* Handling Customer Query through call and mail.
* Keeping Stock record.
* Handle Logistic Department.
* Retention of Existing Customer

1. **August to October (2009-2011) (More than 2 years’ experience)**

* **NET AMBIT as Financial Advisor and Relationship officer.**
* Dealing with Hard core selling of Insurance plan of ICICI, Kotak Mahindra, SBI etc.
* Promoting Sales.
* Achieved Monthly Target with good Incentives

**KEY STRENGTH**

* Adaptable
* Responsible
* Energetic

**Education**

(Bcom) GRADUATE   from       Delhi University (2012-2013)

Complete School from Govt. Sarvodya kanya Vidhyalya Kalkaji-Giri Nagar.

12th Class C.B.S.E Board (2007-2008)

10th Class               C.B.S.E Board (2005-2006)

**Computer knowledge**

* APPLICATIONS                                      MS-Office (MS Word, MS Excel, PowerPoint)
* Accounting Package       **Tally 7.2,9.0**

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**Personal Information**

Father’s Name              **:** Late Mr. Chander Shekhar

Date of Birth                 **:** 15th February 1991

Hobbies                        **:** Creating new projects, Reading books & Listening Music

Languages Known       **:** Hindi, English

Address                        **: 1519D 3rd Floor /Street no-15 GOVIND PURI KALKAJI**

NEW DELHI 110019

**Behavioral Characteristics:**

1         Commitment to quality and results.

2         Responsibility.

3         Sincere in attitude.

4         Presentation and Leadership Skills.

5         Excellent problem solving skills

**Expected CTC               :** Negotiable

Renu