**Sahil Verma**

*Mobile No:* 9718210412 **/** 9718110223

*Email ID:* [verma.cool07@gmail.com](mailto:verma.cool07@gmail.com) **/** @yahoo.com

**Career Objective**

Applying for a dynamic and challenging position wherein I can quantify my success through the company’s progress and accelerate professional growth for career advancement.

**Internship & Work Experience**

**Worked with American Express (I) Pvt. Ltd.**

* As a Business Systems Analyst for Strategic Capabilities team under DS&I, GCP from 10th July, 2017 to 9th Oct, 2017.

*Job profile:-*

* Formatting Accounts Payable files.
* Creating Client Facing Reports.
* Data Optimization for merchants for AP files.
* Quality Check of AP Files before uploading the same in Supplier Match Tool.

**Worked with Ministry of Corporate Affairs, National Company Law Tribunal/Company Law Board.**

* As an Office Assistant/In charge of stationary with Administrative D/o from 15st May 2015 to 31st October 2016.

*Job profile:-*

* Made list of gusts, prepare charts of new appointments, quotation or event organizer.
* Putting the precedents to officers when required.
* To maintain the records of important previous papers regarding opinion and cabinet note.
* Handled all kinds of responsibility related to stationaries.

**Worked with Ministry of Law and Justice, Department of Legal Affairs**

* As a *data entry operator* / *stenographer* (Personal assistant) from 1st September 2013 to 31st March 2015.

*Job profile:-*

* Drafting and noting (typing) to matters related to office procedure.
* Reply of RTI application and assurance for parliamentary questions.
* Forward, search/ trace the files which come from outside Ministry/ Department through File Tracking System (FTS).
* Indexing of important records and putting the precedents to officers when required.

**Worked with S. D. Vidhya Niketan School, Gurgaon**

* As an administrator from 5th July 2010 to 31st March 2013

*Job profile:-*

* Managed all administrative responsibilities

**Internship with Shyam Telecom (P) Ltd., Delhi**

* As an office assistant (Intern) from 15th Dec. 2009 to 31st Dec. 2009

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year |  | Qualification |  | Institution |
| 20013-15 |  | M.A. (Economics) |  | Kurukshetra University |
| 2009-12 |  | B.A. (Program) |  | Delhi University |
| 2009 |  | 12th |  | Haryana Board of Schooling Education |
| 2007 | 10th | | National Open University | |

**Core Expertise Areas**

* One year diploma in *Office Management* from YMCA, New Delhi (2010)

*Course contents:-*

* Office management
* Computer application
* Business English communication
* Functional English
* Stenography skills
* Communication skills
* Basic course of computer for 3 months from Brilliant Institute (software skills known – MS office)
* Having exposure of good speed in English typing

**Professional Skills**

* Dedicated to exceptional customer service, able to cultivate positive report and nurture relationships by offering service beyond expectation
* Recognized for outstanding work ethics, thoroughness & commitment towards organizational goals
* Notable interpersonal skills
* Having the exposure for backend and front ops.

**Achievements**

* Got 1st position and named in newspaper; in a school competition, acted as the **speaker** of **Lok Sabha**. (Class 12th)
* Got 1st position in **YUVA SANSAD COMPETITION** in Class12th
* Got 2nd prize and participation certificate by **NIFA** in Class 12th
* Got 1st prize (Memento) in class 10th farewell
* Got participation prize (Memento) in 11th farewell
* Have been working as an active member in SNATAN DHARAM SABHA for the last few years
* Got participation certificate from many **Blood Banks** for donating blood for last few years
* Getting every year 1st position gifts from Ramleela Club, Bhim Nagar.

**Strengths**

* Good communication & team building skills with proficiency
* An individual who accepts criticism for his improvement as a professional and as a person as well
* An honest and friendly person who can adapt easily to his work environment

**Hobbies**

* Dramatics, Gardening or Teaching.

**Personal Information**

Father’s name: Surender Kumar

Mother’s name: Prem lata

Contact address: H. No. 664

Bhim Nagar, Near New Railway Road,

Gurgaon, Haryana -122001

Date of birth: 14th January, 1992

Place:

Date:

**SAHIL VERMA**