**SHIVA GUPTA**

E-mail: *smartyarchana11@gmail.com*

Mobile No: *8459031463/9971847349*

**Record Keeping Operations–File Handling--Stenography–Office Assistance--Monitoring**

**CAREER OUTLINE**

1. Insightful 1 year of experience in area of Record Keeping Operations ( Despatching items, maintaining its records).
2. 4 years of experience of file work at the Supreme Court of India and Dak Bhawan (under NICSI projects) - preparation of drafts- taking notes.

3. Expertised in stenography for years- involved in teaching techniques involved in

stenography for 3 years.

4. Involved in monitoring of data on daily basis and preparation of reports based on it.

5. Excellent time manager and people person; actively take part in co curricular activities within the organization, over and above daily deliverables.

**SKILL TRAITS**

* Extensive knowledge and skill of stenography (80 words per minute).
* Ability to decipher hand writings.
* Skill in teaching- one to one or in batch.
* Ability to deal with students in a decent manner, answering to their queries.
* Fast typing speed.
* Skill in maintaining a variety of clerical records.
* Always performing under pressure of deadlines, with an eye for detail & accuracy.
* Participating in co curriculum over & above deliverables.

**CAREER CONTOUR**

**Ministry of Communications**

**Department of Posts**

**Designation: Office Assistant –Cum-Steno**

**(Since July’2014)**

**Work Description:**

1. Taking dictations for Notes, Letters etc.
2. Handling Twitter handle of Department of Posts
3. Monitoring of e-based services of the department.
4. Obtaining Reports
5. Making Attendance, Filing work

**Lal Bahadur Shastri Inst.**

**Designation: Shorthand Teacher(Part-time)**

**(Since April’2012)**

**Work Description:**

1. Teaching basic shorthand & Advanced
2. Answering to students queries

**SUPREME COURT OF INDIA**

**Designation: Office Assistant-Cum-Steno**

**(Feb’2013 To May’2014)**

**Work Description:**

1. Preparing Reports of Application Forms in excel & comparing them.
2. Type tour letters for Judges, Office Reports, NLPA, Show Cause Notice, Decree letters, C.C. Letters, Bail Orders, Release Orders, Formal Orders (Criminal Cases and Civil Cases) etc.
3. Feeding the records of cases from files (1950) in system.

**CORPORATE DIAGNOSTICS PVT. LTD**

**Designation: Office Assistant-Cum-Computer Operator**

**(Feb’2011 To Feb’2012)**

**Work Description:**

1. Checking mails, making quotations
2. Despatching medical test kits
3. Activities involved computerised entries of the bills in system & receiving them from executives.
4. Taking Orders over phone & preparing Bills.

**PROFESSIONAL ACHIEVEMENTS**

* Obtained Certificate from Techno World Inst. in Computer Applications.
* Obtained Certificate from Lakshya Inst. In Stenography.

**SCHOLASTICS**

* B.A. (Vocational**) Office Administration & Secretarial Practice Course**-2011
* XII from Sarvodaya Kanya Vidhyalaya, C.B.S.E. – 2007
* X from Sarvodaya Kanya Vidhyalaya, C.B.S.E.– 2005

**PERSONAL DOSSIER**

**Date of Birth** : 30th April, 1987

**Gender** : Female

**Marital** **Status** : Unmarried

**Nationality** : Indian

**Language Known** : English, Hindi

**Permanent Address** : MS Ext. 31, Mohan Garden, Rama Park Road, New Delhi-110059.

**(Shiva Gupta)**