

Geetanjali

🏠 - B/46 Priya Darshani Vihar
Tahirpur Delhi -95

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Summery

- ★ Offering 6 years of experience as a high-performing administrative professional. Skilled in managing and coordinating business operations of senior managers. Streamlining processes, proven success in reducing administrative costs and efficiency and enhancing office.

EXPERIENCE

★ ADMIN EXECUTIVE

IndiGO Airline (Tenon FM Payroll) – from 2018 to Present

- Corrdinated administratvie task for fast-peaced office, supportitng several High Profile executives.
- Daily Operation Management of facility.
- Vendor Management and corrdination for day to day smooth operations.
- Planning and executing high profile events, Meeting, workshops etc.
- Managing Facility inventory (HK, Stationay, Pantry).
- Planning and coordinating DGCA and non regulatory training.
- Producing highly accurate internal and external data.
- Managing PR and PO of vendor.
- Mananging support staff for daily operations (security, HK & Other vendor staff).
- Preparing monthly MIS.
- MS Office, Power Point, Outlook, Internet, Ms Excel.

★ ADMIN EXECUTIVE

3Dexter Education Pvt. Ltd. From April 2018 to Dec 2018.

- Preparing Qutotation and work order.
- Managing store inventory
- Preparing invoices.
- Employee documentation from joing letter, and experience letter and other.
- Prepairing work order, Quotations for consumers.
- Preparing salary sheets, salary slips, and managing attendance of employees.

Skills

- Time Management
- Expense Management
- Administrative Support
- Logistic Coordination
- Microsoft Office
- Confidential Record Keeping

STRENGTHS

Exceptional Organization

Coordinated over 100 events ensure timely and smooth stress-free experience to customers and Sr. management.

Effective Multitasking

Balanced Competing priorities of multiple senior managers while maintaining detail-oriented focus and accuracy.

Professional Communication

Routinely liaised between senior manager, senior leaders of organization and various departments, facilitating effective collaborations.

EDUCATION

★ 10th passed from C.B.S.E Board Delhi.

★ 12th passed from C.B.S.E Board Delhi.

Professional Qualification

★ B. Com (pass) from Delhi University (Distance) 2014 to 2018

★ Diploma in Office Management from New Delhi YMCA -2014 to 2015

Personal Description

★ Husband Name – Akash

★ Date of Birth – 21st -Nov-1996

★ Marital Status – Married

★ Nationality – Indian

★ Language – Hindi and English (Read, Write & speak)

Hope you will consider my application favorable and give me a chance to serve your organization.

Thankyou

Looking forward to a positive response.

Date: