***CHITRA***

***CHITRA.133801@2freemail.com***

**PROFILE SNAPSHOT**

**A qualified MBA** with 5 **years** of experience Secretarial assistance to Supreme Official

and typing, filing; receipt and issue of letters and file management system; handling of

Incoming and outgoing mails; internet search, email management.

**SELF APPRAISAL**

* Analytical yet practical.
* Inquisitive and quick learner.
* Eye for details.
* Hard working and result oriented.
* Willing to accept challenges and work towards set goals.
* Can work effectively in team as well as independently.

**CAREER CONTOUR**

* Worked as Admin at Surender Arora Liaison Consultancy Services, Real Estate Division, Antariksh Bhawan, Connaught Place, New Delhi from June 2011 to March 2012.
* Working as Office Assistant to Deputy Chief Executive Officer of National Medicinal Plants Board, Ministry of AYUSH, New Delhi since 2012.

**EDUCATION DETAILS**

* **MBA (Human Resource) from** Sikkim Manipal University, New Delhi.
* **B.A. Maths Hons.** (2011) from Delhi University, Deshbandhu College, New Delhi.
* **12th Commerce** 2008 from CBSE Board, Kerala School, Canning Road, New Delhi.
* **10th Board** 2006 from CBSE Board, Kerala School, Canning Road, New Delhi.

**COMPUTER PROFICIENCY**

* MS Word, MS Excel, MS PowerPoint.
* Internet, Email
* Typing Speed : 40 w.p.m.

**PERSONAL DETAIS**

 Date Of Birth : 20/04/1989

 Languages known : English, Hindi, Malayalam,

Nationality : Indian

Marital Status : Married

 Reference : Available on request.