C U R R I C U L U M V I T A E

Nazia

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**Career Objective**

Intend to build a career with committed & dedicated people, which will help me to explore myself fully and realize my potential. I am also self-motivated lady with the capacity to motivate others.

**Professional Experience**

1. Company Name : **Softel Overseas Pvt. Ltd.**

Designation : Sr. Administration Executive cum Secretary

Duration : From Apr 2012 to till date

 Responsibilities :

* Day to day email checking (sorting incoming email on behalf of the MD’s).
* Handling incoming and outgoing calls inquiries.
* Making travel arrangements - business and personal including travel documentation, logistics and accommodation.
* Taking dictation and drafting a letter.
* Managing Housekeeping staff & Pantry requirements timely.
* Handling MD’s confidential paper works etc.
* Handling Registration for seminars/Events.
* Taking care of reminders for important appointments/meetings.
* Maintained the contact lists, mailing lists and business card.
* Day to day handling administrative and accounting work.
* Day to day handling AMC, Courier Tracking, Stationery & Filing Management.
* Handling Petty cash, Cheque issuing.
* Regular follow-up the payment details from the clients if required timely.
* Handle the data on incoming purchase orders, creating the purchase orders needed for the supported and also handle the MIS & Data collection.
* Maintained the team member’s attendance record day to day.
* Handling new joiner’s files.
* Day to day handling HR work like appointment letter, probation letter, attendance record, absence & sickness record, new joiner records, leave encashment, full & final settlement, performance appraisal record, making every month salary slip and salary statement, P.F, E.S.I & P. Tax etc.
1. Company Name : **HOTEL LINDSAY**

Designation : Secretary cum HR Executive

Duration : From June 2008 to Mar 2012

 Responsibilities :

* Day to day handles the incoming and outgoing calls.
* When require to making a ticket booking & hotel booking.
* Regular check the email and send the reply to that mail.
* Day to Day taking a dictation and drafting a letter.
* Handling the confidential paper works.
* Regular maintained the new joiner file and customers file.

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* Day to day making a parties bill and sending the courier and also handling the little bit accounts works in IDS Software. Day to day handling the HR Executive work like offer letter, appointment letter, contract letter, full and final settlement, new joiner records, team member’s attendance record, Pay Roll Process, P.F, E.S.I, P. Tax & leave encashment matter, **Performance Appraisal -**Conduct yearly appraisal meetings with employees & respective department managers.

**Professional Qualification**

1. Diploma in **Personal Secretaryship, Office Administration & Computer course (Ms Word, Excel, Power point, Outlook, Internet, E mail & Tally 7.2)** from **Suffee Commercial College.**
2. **ADVANCED DUAL DIPLOMA COURSE OF INTERNATIONAL AIRLINE TRAVEL - TOURISM ADMINISTRATION AND HOTEL MANAGEMENT**.
3. **IATA/UFTAA** Foundation diploma course with **EBT (CRS-GALILEO)** in 2007. All Course from **MPTI (INDIA)** an **ISO 9001:2000** certified institute, **ATC-IATA/UFTAA**.

**Education Qualification**

1. B. Com from Calcutta University.
2. Higher Secondary from W.B.C.H.S.E.
3. Secondary from W.B.B.S.E.

**Personal Details & Other Information**

Date of Birth 🡪 05th October, 1982

Marital Status 🡪 Single

Language Known 🡪 English, Hindi & Bengali