CURRICULUM VITAE

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| **Kusum** **Email****Kusum.335625@2freemail.com****CORE COMPETENCIES*** Self- Motivated and efficient in leading a Team.
* Capable of handling stressful environments.
* Ready to take task with ownership and responsibility.

**TECHNICAL SKILL*** Microsoft Words
* Microsoft Excel
* Microsoft Power Point
* Outlook

**OTHERS SKILL*** Multi-talented
* Task oriented
* Leadership
* Energetic
* Attention to details
* Work under pressure
* Well-Organized

**Place: Al Khalidiya, Abu Dhabi, UAE** |

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| C:\Users\neeraj\Desktop\kusum doc\kusum passport photo.jpg |

 **OBJECTIVE**A motivated administrative professional seeking a position in a challenging environment. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done. **EDUCATION QUALIFICATION*** High School Leaving Certificate Examination passed from the Board of Secondary Education(s), Manipur India.
* Higher Secondary Leaving Certificate Examination passed from the Council of Higher Secondary Education(s), Manipur India.
* Bachelor of Science from Manipur University of Manipur India.

**TOTAL YEARS OF EXPERIENCE- 6 Years****Current Work Experience**C:\Users\neeraj\Desktop\times .jpg**TimesPro Consulting****Designation - Administration Executive.****Place - Gurgoan, Haryana, India.****Time Period - From 1st June 2015 to 30th Dec 2016.****Current Work Experience****KEY RESPONSIBILITIES (Operations):*** Answer and direct phone calls
* Organize and schedule appointment
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and supplies
* Maintain contact list
* Book travel arrangements
* Provide general support to visitors
* Act as the point of contact for internal and external clients

**PREVIOUS Work experience** SUMANGLAM TRAVEL**sumanglm travels****Place - Manipur, India****Designation - CRE (CUSTOMER RELATION EXCUTIVE )****Time Period - Since October 2010 to April 2015****KEY RESPONSIBILITIES (Operations) :*** Maintained of Data and Accounts.
* Handled inbound calls.
* Worked very closely with Business users in capturing requirements and creating Functional documents as per the new customizations
* Making daily reports of Daily Sales.

**PERSONAL INFORMATION:**Name : Kusum Marital status : Single Nationality : Indian Sex : Female Languages known : English and Hindi Date of Birth : September 21st 1992 ***DECLARATION:***I look forward for your immediate response. I hereby certify that the foregoing information is true and correct to the best of my knowledge. |
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