CURRICULUM VITAE

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| **Kusum**  **Email**  [**Kusum.335625@2freemail.com**](mailto: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** | |  | | --- | | 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](http://sumanglamtravels.com/)  **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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