**CURRICULUM VITAE**

**NOORJAHAN**

[**NOORJAHAN.337872@2freemail.com**](mailto:NOORJAHAN.337872@2freemail.com)

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| Objective |

Energetic results-oriented Receptionist eager to bring strong administrative skills to a growing company in need of top-level support Excellent organization, communication and relationship-building skills Articulate and friendly with a professional demeanor.

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| HIGHLIGHTS |

* Multi lines phone system expert
* Documents management and security processes
* Administrative support
* Mail , Package delivery and data entry
* Strong interpersonal skill
* Vendor coordination
* Detail oriented and Microsoft office suite

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| DUTIES AND RESPONSIBILITY |

**THE ALCOR HOTEL 11/2014 TO TILL CONTIUNE**

* Managed receptionist area including greeting visitor and responding to telephone and in person requests for information
* Handle all media and public relation enquires
* Served as central point of contact for all outside vendors needing to gain access to the office
* Wrote reports and correspondence from dictation and handwritten notes
* Dispersed incoming mail to correct recipients throughout the office
* Made copies, sent faxes and handled all going correspondence
* Handle customer transactions and reconcile discrepancies
* Took care of telephone inquiries and managed all written correspondence
* Contact venders for invoice to meet month end payments
* Review account statement for clients, verify transaction
* Prepare and complete customer payment wires, back up docs and approval
* Created filing system to organize employee wage and personnel information.
* Directed all aspects of banking including reconciliation and deposits

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| EDUCATIONAL QUALIFICATION |

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| **Year passed** | **Exam passed** | **Division** | **Board/university** |
| **2016** | **M.Com (Hons.)** | **Pursuing** | **Kolhan University** |
| **2014** | **B.Com (Hons.)** | **1st** | **Kolhan University** |
| **2011** | **I.Com** | **2nd** | **J.A.C, Ranchi** |
| **2009** | **Matriculation** | **1st** | **J.A.C ,Ranchi** |

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| PROFESSIONAL QUALIFICATION |

* Pursuing C.S. from I.C.S.I. (The Institute of Company Secretaries of India), Jamshedpur.

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| ADDITIONAL QUALIFICATION |

* Completed Advance Excel from The Creation in 2015.

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| ACHIVEMENTS |

 Won various Awards and Certificates in Teaching and games

 Got 3rd prize in district level solo songs competitions.

 Got 1st prize in water rafting and mount climbing.

 Played for cluster games competition organized by J.R.D TATA and selected for regional level.

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| COMPUTER SKILLS |

* Operating system Windows – 98, 2000, XP, Windows 7/8.
* MS – Office (word, excel, power point).
* Internet Networking

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| STRENGHT |

* I am a hardworking, punctual and also have a good communication skill. I am good motivator, adaptable and flexible to any environment to positive towards my career.

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| INTEREST AND HOBBIES |

* Listing music.
* Reading Books.

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| **Personal Details** |

Sex : Female

Date of Birth : 02nd October 1994

Marital Status : Married

Nationality : Indian

Religion : Islam

Language Known : English & Hindi

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| **PASSPORT DETAILS** |

* Date of Issue : 24/12/2014
* Date of Expiry : 23/12/2024
* Place of Issue : Ranchi

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| **Declaration** |

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

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