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|  | Curriculum vitae |
|  | Ranvir  |
|  | * RANVIR.345296@2freemail.com
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|  | ❖❖**OFFICE ASSISTANT**❖❖Highly-motivated, upbeat professional with 7+ years’ successful track record of managing general office operations. Demonstrated expertise in performing a diverse range of front desk tasks. Great people skills with a profound ability to handle multiple tasks simultaneously. A detail-oriented professional who has excellent secretarial capabilities and well-versed in the use of computers. Good communicator with sound judgment, keen eye to detail and flexible nature.**CORE COMPETENCIES**

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| ● Meetings / Calendar management● Reception work and customer service● Receiving and distributing mail● Picking-up and delivering items● Data entry and proofreading● Bilingual: English/Hindi | ● Basic accounting procedures● Ledgers, mailing lists and labels● Supplies and equipment maintenance● Staff attendance management● Liaison between different departments● Great telephone etiquette |

**PROFESSIONAL EXPERIENCE**

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| **Nanra Engg. Products (manufacturing of motor parts)** | 2010 –2016 |

**Office Assistant**Provide primary support to the advanced office operations. Perform daily office tasks successfully, such as:• Purchase and manage supplies for the office along with performing photocopy and runner duty• Answer phones, greet and help customers with queries and resolve basic concerns• Create and oversee staffing events• Proofread and edit official correspondence• File and maintain reports for managers on a regular basis

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| **Rooprai Brother’s**, (Samsung Auth Distributor) |  2008-09 |

**Office Aide**Performed basic level general office clerical work in support of unit operations.• Received, screened and referred telephone calls• Greeted and assisted visitors• Operated photocopy machine• Received and routed mail; directs items to other staff or County offices as appropriate.• Maintained office files and folders• Keyed data into computer databases***Major Achievements:***• Verified information on billings accurately which significantly decreased bill processing time• Improved cash reporting system and internal control procedures**EDUCATION**Diploma In web DesigningDiploma in computer Applications**COMPUTER SKILLS**• MS Word, Excel and PowerPoint• Windows-Microsoft Programs |