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|  | Curriculum vitae |
|  | Ranvir |
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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**   |  |  | | --- | --- | | ● 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**   |  |  | | --- | --- | | **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   |  |  | | --- | --- | | **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 Designing Diploma in computer Applications  **COMPUTER SKILLS** • MS Word, Excel and PowerPoint • Windows-Microsoft Programs |