**BANU**

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SUMMARY OF QUALIFICATIONS

* Over 7 years of administrative experience in present & same organization.
* Sound ability to manage payroll systems and keep track of records and files.
* Proficient in MS Office Suite.

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PROFESSIONAL EXPERIENCE

# *Company : GREEN SIGNS SYSTEMS & CONTROLS*

# *Designation : ADMIN MANAGER*

# *Experience : May 2010- Till date*

* Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times
* Managed the receptionist area including greeting visitors and responding to telephone and in-person requests for information
* Coordinate with sale management, HR department and higher level management for taking important decisions.
* Handle customers on telephone and in person with queries and problems
* Plan and manage office space arrangements
* Maintain records and file data according to category
* Sending the daily reports to the Managing director during the end of the day session.
* Maintaining Employees profiles
* Conducting Refresh meeting and daily morning meeting
* Cash handling
* Stationary maintenance
* Asset maintenance
* Staff leave form, permission slip maintenance
* Analyzing staff work load
* Cost cutting – Reducing expenses
* Registers maintenance

ACADEMIC PROFILE

**2010 Bachelor’s Degree in Computer Application,**

From Gobi Arts College,

Secured 70.2%.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date: