**RESUME ANITA**



**Email id:** [**anita.388244@2freemail.com**](mailto:anita.388244@2freemail.com)

**OBJECTIVE:** To be an indispensable part of a value driven organization that provides ample growth opportunities and a continuous learning environment to enhance my career prospects while making optimum utilization of my knowledge and skills.

**PROFESSIONAL QUALIFICATION:**

* Completed “A CERTIFICATE COURSE OF BANKING EXAMINATION IN 2015 FROM **National School of Government Examination.**

**ACADEMIC QUALIFICATIONS:**

* Completed H.S.C from PN College in Nanded.
* Completed GRADUTION from SRTM UNIVERSITY. .

**COMPUTER KNOWLEDGE:**

* Good knowledge of MS Office, MS Excel, Tally ERP-9, & Internet Surfing.

**Work Experience:**

**1) Currently working with Emirates Industrial oil & Gases company (Airtec) from 11-January 2018 as a General Manager Secretary.**

**JOB DUTIES AND RESPONSIBILITIES.**

* Maintain executive’s agenda and assist in planning appointments, board meetings, conferences etc.

 Attend meetings and keep minutes

* Schedule client conference calls, video conference sessions and meetings in the company conference room

 Receive and screen phone calls and redirect them when appropriate

 Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)

 Make travel arrangements for executives

 Handle confidential documents ensuring they remain secure. Develop and maintain a filing system

 Prepare invoices or financial statements and provide assistance in bookkeeping

 Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders

 Maintain electronic and paper records ensuring information is organized and easily accessible

* Conduct research and prepare presentations or reports as assigned
* Submit employee time sheets and expenses to payroll each week
* Act as the point of contact for internal and external clients
* Maintain contact lists
* Update and maintain office policies and procedures scheduled reports & Prioritize daily administrative tasks to ensure that projects are completed on time

**2)Worked with Shine star International Limited as an Administrative Assistant from 5 November 2016 to 30 November 2017, Nasik, Maharashtra.**

**JOB DUTIES AND RESPONSIBILITIES.**

* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Maintain electronic and hard copy filing system
* Open, sort and distribute incoming correspondence
* Perform data entry and scan documents
* Manage calendar for Managing Director
* Assist in resolving any administrative problems
* Run company’s errands to post office and office supply store
* Answer calls from customers regarding their inquiries
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Schedule and coordinate meetings, appointments and travel arrangements for Managers
* Maintain office supplies for department**.**

**PROFESSIONAL SKILL:**

* Always deport ourselves in keeping with the high standards of behavior and appearance as per the procedure of organization. And having a cross cultural sensivity & understanding.
* Honest & Hardworking
* Knowledge of operating standard office equipment’s
* Good research skills and attention to detail

**LANGUAGES:**

* English : Read, Speak, Write
* Hindi : Read, Speak, Write
* Marathi : Read, Speak, Write
* Sindhi : Read, speak, Write

**PERSONAL DETAILS:**

Marital Status : Married

Gender : Female

Nationality : Indian .