**Roopa**

**Address: - N-262, 2nd Floor, N-Block,**

**25 Yards, Raghuveer Nagar**

**New Delhi-110027**

**Mobile No.:+91.9999790129, 9958164880**

**Email:****roopasharma1991@gmail.com**

**Career Objective**

**To challenging career in a reputed Professional, who will utilize skill and give me opportunity to learn and be a part of organization growth.**

**Key Clients: 1. Backend**

 **2. Admin/Office Coordinator**

 **3. Service Coordinator**

 **4. Front Office Executive/Executive assistance to Director**

 **5. Executive assistance to Director**

**PROFESSIONAL EXPERIENCE**

**Accountant Assistant in A-one Office solution for the April 2012 To December 2014. (Backend)**

**Office Coordinator at Avantech Engineering Pvt. Ltd. 2015 Jan to May 2016 (Admin/Office Coordinator)**

**Front Office Executive/Admin in Overture Rede Pvt. Ltd. Nov 2016 to April 2018**

**Executive assistance to Director in Rising Alternative Energy Pvt Ltd = September 2018 to Till now**

**Roles & Responsibilities– Aone Copier Services Pvt. Ltd.**

* **Checking Mail & Reverting**
* **Making Quotation**
* **Making Bill In Excel**
* **Salary making**
* **Office Co-ordinator**
* **Payment Follow Up**
* **Look after the courier’s & dispatch**
* **Coordination with customer and vendor**

**Role & Responsibilities – Overture Rede Pvt. Ltd.**

* **Handling EPBX.**
* **Look after courier (outgoing & incoming).**
* **Coordination with trainer for training for and their travel & accommodation**
* **Update Trainer for their payments and Reimbursement.**
* **NEFT/ RTGS to trainers.**
* **Mail Follow Up**
* **Make visa letter for Bangladesh trainers**
* **Take care of stationary**
* **Update Training at ERP (Enterprise Resource Planning)**

**Role & Responsibilities – Rising Alternative Energy Pvt. Ltd.**

* **Look after courier (outgoing & incoming).**
* **Coordination with director for their travel & accommodation**
* **Follow up / Update payments and Reimbursement.**
* **Check Credit cards of director**
* **Mail Follow Up**
* **Take care of stationary**
* **Generate Invoice for Clients**

 **Qualification**

* 10th from CBSE Delhi. (2007)
* 12thfrom CBSE Delhi. (2009)
* Graduate (B.A) From Delhi University. (2012)

**Strength**

* Career oriented
* Positive Thinking
* Hard Working
* Motivated

**Other Interests and Activities**

* Internet: knowledge about Internet Communication tools.
* Basic Knowledge Of computer.

**Extra-Curricular Activities**

* Participating in School Annual Programme (Drama society)
* Participating in College Dancing, Competition.

**Personal Details**

**Father Name: Arjun Sharma**

#### Nationality: Indian

**Date Of Birth: 12th December 1990**

**Sex: Female**

**Marital status: Single**

**Language Known: English & Hindi**

**CTC : 2.25 Lacks P.A**

**Declaration:**

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

 **(Roopa)**