******Curriculum Vitae

***Meena Chanyal***

*B-307 New Friends*

*Colony New Delhi-110025*

*Email Id:* *chanyal.meena@gmail.com*

*Mob: 9871683163*

* *Career Objective*

*Intend to build a career in leading corporate and dedicated people. Which will help me to explore myself fully and realized my potential? Willing to work to work as a key player in challenging and creative environment*

* **Education Qualification**
* *12th passed from C.B.S.E.*
* *10th passed from C.B.S.E*
* *Graduate from Jamia Milia Islamia*

***Office Skills***

*Telephone & Front Desk Reception, Customer Service, Filing*

***Computer Skills***

## *Word, Excel, PowerPoint, Access, outlook*

***AREAS OF EXPERTISE***

* *Customer Service*
* *Reception Cleanliness’*
* *Reception Maintenance*
* *EPABX/Switchboard*

***ADDITIONAL SKILLS***

**•** *Strong verbal and written communication skills
• Proven ability to deal promptly with emergency situations
• Able to multi-task, prioritize and flexible with changing business requirements
• Precise attention to detail*

***PERSONAL ATTRIBUTES***

 ***•*** *Possess cultural awareness and sensitivity
• Extremely respectful to seniors, colleagues and customers
• Very honest and trustworthy*

***Work Experience***

* ***Duration JULY 2017-Till Now***

*Two and a half year as a front office executive in Saveer Biotech Ltd.*

* ***Duration December 2016-TO June 2017 T***

*Five Months**as a front office executive in Bace Marketing Pvt.Ltd.*

* ***Duration October 2014-November 2016***

*Two Year as a front office executive in Rgc Inc.*

* ***Duration February 2011-August 2014***

*Four Years as a front office executive or office coordinator in*

*Visions Advertising.*

* ***Duration Feb 2009-November 2011***

*Three Years as an office coordinator in IITEO.*

* ***Duration Nov 2007-Dec 2009***

*Two Years as a call center executive in G.E Money in Backend*

*(Data curing process.)*

* ***Duration Oct 2003 – Nov2007***

*Four Years as front office executive or office coordinator in Dream Solution*

***Personal Detail***

***Name Meena Chanyal***

***Husband Name Late Shri Sushil Kumar Singh***

***Sex Female***

***Date of Birth 18-08-1983***

***Hobbies listening music, dancing, traveling, cooking***

***Language known English, Hindi***

***Marital status Married***

***DATE***

***SIGNATURE (MEENA CHANYAL)***