

ARCHNA MATHUR

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OBJECTIVE

Looking For A Position Which Could Provide Me Enough Knowledge, Experience And Develop My Over All Professional Skill.

WORK EXPERIENCE

- Experience in front desk service, including keyboarding skills and knowledge of simple record keeping procedures.
- Keeping appointments, mail handling, and maintenance of records, travels arrangements, Ticketing and any other work of secretarial nature.
- Experience in the usage of MS office (Word, Excel, Power Point, etc).
- Ability to handle large volume of work quickly and accurately under time constraints and pressure.
- Ability to maintain and precise records.

PRESENT EMPLOYMENT**Feb 2014 to Till Date**

- Working with **FOODTECH EQUIPMENT COMPANY** as **office executive**.

PREVIOUS EXPERIENCE**Nov 2010 to Jan 2014**

- Worked with **Export House** as **office staff and responsible for documentation and Admin**.

July 2007- March 2009

- Worked with **MITRA TECHNOLOGY Foundation-VSO** as **Program Executive**. VSO is a international charity and it recruits volunteers from India through the iVolunteer Overseas program. This program is in partnership with iVolunteer, a local national volunteering charity.

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JOB RESPONSIBILITIES

As a Program Executive responsible for End to End process of volunteer selection and making them ready for overseas assignments, this includes:

- Screening of applications as per required skills and work experience;
- Scheduling and taking Telephonic interviews of screened candidates;
- Scheduling and taking personal interview of selected candidates;
- Responsible for arranging trainings;
- Support for medical clearance;
- Support in getting VISA;
- Booking of Air Tickets and accommodations;
- Provides the list of grants payment as per scheduled time to accounts department
- Updating of Grants record on a quarterly basis;
- Maintaining and updating volunteer database
- Keep updating official website as per the movement of application and activities.
- Independent correspondence
- Preparation of Meeting Agenda, Minutes of Meeting
- Maintaining records of work related issues, meetings and tour programmes.
- Preparation of presentations in Power Point, Charts on Excel sheets
- Coordination with various departments
- Able to handle Incoming and outgoing phone calls

Worked as **Secretary to Director in “Saarthak”** from June 2006 to June 2007

JOB RESPONSIBILITIES

- Organize/set up before meetings.
- Maintenance of Petty cash and day to day accounting activities
- Provides support to Accountant in the preparation of final accounts and TDS returns
- Typing of official documents and filling of records as per requirements
- Maintenance of each program records and files on daily basis.

Worked as **Secretary in “The Spastics Society of Northern India”** from September 1991 to May 2006

JOB RESPONSIBILITIES

- To ensure efficient and cost effective functioning of the office.
- Organize/set up before meetings e.g. Governing Body, Annual General Body etc.
- Check e-mails everyday and printout the necessary e-mails. Typing letters and presentation on computer for them.
- To update existing files (computer & manual).
- Keep stock of central stationary and issue.
- Looking after incoming mail and diary it.
- Liaise with various agents for fax, courier, STD etc.
- Organize sending out of letters/materials through peons/drivers.
- Update telephone/ address diary.
- Update stock register for admin. at regular intervals.
- Liaise with computer consultants when necessary.
- Attend telephone calls for SMT when they are busy in other work.
- To take an appointment with senior officials of other organizations for SMT and organize transport for them.
- Maintain account for the essential things.

Worked as **Typist in M/s Nagpal Plastic Industry** for six months.

Worked as **Account Assistant in M/s Palwell Exports** for one year.

ACADEMIC QUALIFICATION

- Bachelor of Arts (BA): Passed from Delhi University in 1993.
- Intermediate: Passed from C.B.S.E. Board in 1989.
- Matriculation: Passed from C.B.S.E. Board in 1987.

TECHNICAL QUALIFICATION

- Secretarial Course from Modern Commercial College, New Delhi.
- Summer Course in "Indian Art" from National Museum from May - June 1988.

OTHER INFORMATION

- Typing Speed - 50 W.P.M.

PERSONAL DETAILS

Husband Name	:	Mr. Rajesh Mathur
Date of birth	:	March 17, 1971
Languages known	:	English, Hindi
Personality traits	:	Honest, confident, and hardworking
Hobbies	:	Listening to music, Net Surfing and reading newspaper.

(ARCHNA MATHUR)