**ALOK BARUA**

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***PRESENT ADDRESS***

**H.No-28, IInd Floor**

**Bhim Gali, Bhagwan Nagar**

**New Delhi -110014, India**

**Ph: +919871844933**

**E-mail:** [**barua.alok2008@gmail.com**](mailto:barua.alok2008@gmail.com)

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***OBJECTIVE***

**To join the firm where I can grow professionally and also to work in a team aiming for a better opportunity.**

***WORK EXPERIENCE***

* **Worked with Gordhandas Desai Pvt. Ltd., New Delhi as a Customer Support Assistant from January 20th,2010 till August 31st,2010.**
* **Worked with Taipei Economic & Cultural Centre in India(TECC-Taiwan Embassy, New Delhi) as a Assistant to Director in Education Division from July 07th, 2014 till July 31st, 2015.**
* **Worked with Bangladesh High Commission, New Delhi as a Protocol Assistant from 01st October, 2015 till 31st May, 2016.**
* **Worked with PHD Chamber of Commerce & Industry, New Delhi as a Executive Officer from 14th June, 2016 till 29th June, 2018.**
* **Currently working with Indian Cycle & Rickshaw Tyre Manufacturers’ Association (ICRTMA), Noida as a Executive Officer from 27th August, 2018 till now.**

***JOB PROFILE***

* **Membership of Chamber**
* **Coordination in Conference, Events, Conclave for the committees.**
* **Payment entries in ERP software.**
* **Assistance to Minister and Diplomats.**
* **Coordinate with MEA, BCAS, DIAL for airport passes and other administrative work.**
* **Assist/Coordinate with Director in Education Department, TECC, New Delhi.**
* **Calendar Management, Vendor Management, Travel Management.**
* **Travel and Transport Arrangement, Hotel/ Flight Booking.**
* **Follow up with Scholarship Students/Universities/Colleges/Schools.**
* **Handling all office works.**
* **Collection of Visa/handling visa reception.**
* **Registration of complains & new requirement.**
* **Receiving inbound calls & mails & doing feedback.**
* **Preparation of various reports of in hand & in excel sheet**
* **Preparation of Petty Cash Statement for the month end.**
* **Preparation of Quotation for the new requirement.**
* **Handling administration work like filling, documentation, purchasing, stationary, courier.**
* **Doing feedback for payment reminder.**
* **Passenger Check-In, Gate Boarding, Ticketing through PNR Number.**

***ACADEMIC QUALIFICATION***

* **Graduation from Delhi University in B.COM(Pass) in 2008.**
* **CBSE 12th with Second Division in 2004.**
* **CBSE 10th with Second Division in 2002.**

***PERSONAL QUALIFICATION***

* **Airport Management course from UEI Global Institute, Noida**
* **Certificate in Basic of Computer from Saraswati Accountants, New Delhi.**

***PERSONAL PROFILE***

**Date of Birth :           2nd Feb 1986**

**Nationality :           Indian**

**Marital Status :           Married**

**Languages Known :           English, Hindi and Bengali**

**Passport number :           R1766738**

**Place of Issue :           New Delhi**

**Date of Issue :           03rd August, 2017**

**Date of Expiry :           02nd August, 2027**

**Driving License :           Holding valid Indian driving license**

**Hobbies :           Biking & Surfing on Net**

**Salary expected :           Negotiable**

**DECLARATION**

**I confirm that the information provided by me is true to the best of my knowledge & Belief.**

**Place :New Delhi**

**Date: (ALOK BARUA)**