**OBJECTIVE:**

A Secretary serves as a company’s first contact with customers and potential customers. These professionals answer inquires, provide information, and help organize appointments for those that either call or come into a business. To secure this position, it is important that the objective is clear and direct. Because Front Desk Executive are usually the first, and sometimes the only contact that clients will have, strong communication and customer service skills are vital to the position. Beyond that, a Secretary will be looking for clerical skills, computer knowledge, and basic administrative and managerial abilities.

**PROFESSIONAL EXPERIENCE:**

* **Secretary to Business head 20.12.2018 – 30.05.2019 Trent Tata (Landmark) BKC (Mumbai )**

**Responsibilities:**

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

 attend meetings and keep minutes

 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

 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
* Had helped collogue regarding vendor follow ups, whether the ASN as sent or no PO is released .

**2 .Livewel Aviiation Services Ltd.**

**From June-2018 to Dec -2018**

* Handling Epbax system .
* Screening the calls to the appropriate person.
* Making arrangements for Meeting.
* Taking care of inward and outward couriers
* Making of Challan
* Handling houskeping department
* Taking care of Admin department

**3. Yash Enterprises**

**From Feb 2013 to 0ct 2017**

* Handling Epbax system
* Transferring the call to the appropriate person
* Taking care of stationery
* Taking care of Admin dept

**QUALIFICATION:-**

SSC: 2008 WITH 1ST CLASS HSC: 2010 WITH 2ND CLASS TY B.COM: 2017 WITH 1ST CLASS ECCED : 2016 WITH DISTINCTION

**ACHIEVEMENTS:-** MS-OFFICE CERTIFICATION COURSE.MS-CIT GOVT COMPUTER COURSE.1st CLASS CERTIFICATE IN TRINITY LONDON ENGLISH EXAM.

**INTREST AND HOBBIES**:-

TEACHING

MAKING FRIENDS

LISTENING TO MUSIC

MAKING THE BEST OUT OF WASTE

**PERSONAL DETAILS:-**

Name: - Aarti Satish Dolge

DOB: - 09.05.1991

Address:-Parel St Depot Sayani Road Bandukwala Compound Sai Complex Bldg No 2 C wing room no 701, 7th floor.

Phone No: - 8082682501.

**CURRENTLY SALARY**: - 22,000/-

**EXPECTED SALARY** : - 30,000/- (NEGOTIABLE)

**AARTI SATISH DOLGE**