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| ***MR. PANKAJ MEHRA***  *C/O – Umed Singh Mehta*  *Chawl No 13 B, Room No. 5,*  *Everest Nagar, Beturkar Pada,*  *Kalyan West, Thane*  *Maharashtra - 421301*  *Email:* [*pankajmehra082016@gmail.com*](mailto:pankajmehra082016@gmail.com) | **Mobile No** :-7710020575 |

**Summary:-**

1. **Seven years of experience as an Admin Assistant cum Executive Assistant.**
2. Good communication skills & ability to work in team environment.
3. Hardworking & dedicated.
4. Honesty, Sincerity & Punctuality.
5. Co-operation & adjustment with patience.
6. Responsibility & Accountability.

**Work Experience:-**

* Worked as an Admin Assistant cum Personal Secretary to the MD/Promoter of the company “Gitco Traders Pvt. Ltd”, Mumbai (Head Office at Plot No 56, Road No. 17, MIDC, Andheri East, Mumbai – 400093) from Sept-2012 to May-2019.

**Job Profile:-**

* Handling daily routine work on behalf of the MD/Promoter.
* Preparing cash, wages register & handling bank transaction.
* Preparing electronic payment and other daily routine payments.
* Making mail and sms to the employees on behalf of the MD/Promoter
* Allocation of work & training to the staff; Supervision
* Maintaining cordial relations with customers & vendors, handling incoming correspondence from customers, suppliers, or partners in a timely and professional manner.
* Preparing & analyzing various types of reports like MIS etc.
* Providing administrative and clerical support (mailing, scanning, faxing, copying, filing).
* Opening, sorting and distributing mail to various professionals in the office.
* Assisting in resolving problems.
* Scheduling and coordinating meetings, appointments and travel arrangements such as booking flights, cars and making hotel and restaurant reservations for other professionals.
* Taking dictation, preparing minutes of meeting.
* Maintaining store of office supplies, taking inventory etc.

**Technical Skills:-**

* Basic knowledge in MS-OFFICE, good at Typing, proficient in Emails and Internet.
* Pursuing Master Course in Digital Marketing from Eduvogue, Vashi, Navi Mumbai.

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| **CTC** | Current CTC | Rs. 5.46 L / annum |
|  | Expected CTC | Negotiable |

**Education:-**

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| **Degree** | **Year of Passing** | **Institute** | **University/ Board** | **Grade** |
| Post Graduation | 2011 | LSMGPG College, Pithoragarh, Uttarakhand | Kumaun University, Nainital, Uttarakhand | Third |
| Graduation | 2009 | LSMGPG College, Pithoragarh, Uttarakhand | Kumaun University, Nainital, Uttarakhand | Second |
| XII | 2005 | Kendriya Vidyalaya, Pithoragarh, Uttarakhand | CBSE | First |
| X | 2003 | Kendriya Vidyalaya, Pithoragarh, Uttarakhand | CBSE | First |

**Hobbies & Interest:-**

* Listening Music
* Internet surfing
* Reading Books & Newspaper

**Personal Details:-**

Date of Birth : 06th March, 1988

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Languages known : English & Hindi

Native Place : Pithoragarh, Uttarakhand

**Date: Yours Faithfully**

**Place:**

**(Mr. PANKAJ MEHRA)**