

# DEEPA RANI

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## **Career objective:**

To work in an organization so as to get an opportunity to learn professionalism and implement my knowledge and interpersonal skills in a secretarial position with a high degree of responsibility that requires experience providing variety of administrative support role.

## **Academic Qualification:**

- ❖ Completed M.A. from Jamia University.
- ❖ Completed Graduation in B.A (Prog) 2012 (From University of Delhi).
- ❖ Completed Higher Secondary in year 2009 from CBSE Board.
- ❖ Completed Matriculation in year 2007 from CBSE Board.

## **Professional Qualification:**

- ❖ Completed diploma course in Aviation and Hospitality from the leading institute AHA.
- ❖ Completed MCSE & CCNA from Rooman Technologies Institute New Delhi.

## **Work Experience:**

### **RENEW POWER VENTURES PVT LTD**

- ❖ Organization :Renew Power Ventures Pvt Ltd.
- ❖ Duration :April 2016, till date.
- ❖ Designation :Executive Secretary- President.

### **Responsibility:**

- ❖ Calander Management, Coordinate Meetings & Prepare Minutes.
- ❖ Travel Management.
- ❖ Processing of Personal & Travel Expense reimbursement.
- ❖ Keeping travel and bills records, and providing administrative assistance.
- ❖ Additional Admin: Compose and prepare multiple reports & data on daily basis, Coordinate with different departments for organising events, training or meetings in or outside the office.

## **AUDI GURGAON**

- ❖ Organization :Audi Gurgaon (Zenica Cars India pvt Ltd).
- ❖ Duration :March 2014 till December 2015.
- ❖ Designation :FOE cum Customer Relations Executive.
- ❖ Software :Axela

### **Responsibility:**

- ❖ Direct visitors by maintaining employee and department directories; giving instructions.
- ❖ Handling marketing leads from online portals like carwale.com, cardekho.com, Gaadi.com, Cartrade and companies own website. Distributing leads to the Sales Managers.
- ❖ Generating leads by cold calls.
- ❖ Negotiating mutually profitable business plan with clients.
- ❖ Being a central point of information for business relationship relate matters.
- ❖ Identifying, acquiring, developing and maintaining customer relationship.
- ❖ Delivering excellent customer service.
- ❖ Processing a high volume of daily phone calls and email from customer.
- ❖ Attending and contributing at sales meetings.
- ❖ Answering product related questions from customers.
- ❖ Taking a complex customer issues and resolving them.
- ❖ Setting up meetings with new clients.
- ❖ Ability to explain complex information clearly and simply.
- ❖ Co-ordinating with the workshop for booking the slot of the car.

## **FERNS N PETALS**

- ❖ Organization :Ferns N Petals (FNP Events & Weddings).
- ❖ Duration :From 10th July 2012 till January 2014.
- ❖ Designation :Executive Assistant- MD.

### **Responsibility:**

- ❖ Calendar Management.
- ❖ Travel Management.
- ❖ Attend business related queries of Indian and International customers.
- ❖ Checking Emails/ Letter Drafting.
- ❖ Organize upcoming events flowchart for the wedding season.
- ❖ Coordinate with Accounts, I.T., Dispatch, Admin and H.R. Department for the various follow up & updates on daily basis.
- ❖ Coordinate with Sales & Marketing Team for daily updates.
- ❖ Conference & Meeting arrangements.
- ❖ Maintaining the files & update the records of the documents.

### **MEDICAL TOURISM INDIA**

- ❖ Name of the organization :Medical Tourism India.
- ❖ Duration : From August 2011 till June 2012.
- ❖ Designation :Administrative Executive and EA to Partner.

### **AUTO LINKS- FIAT**

- ❖ Name of the organization :Fiat Cars.
- ❖ Duration :2months, contract bases.
- ❖ Designation :Showroom Hostess.

### **Achievements:**

- ❖ Awarded 1st position in Badminton at Zonal Level.
- ❖ Awarded 1st position in Relay Race at Zonal Level, inter school competition.
- ❖ Awarded 2nd position in Marching at Zonal Level.

### **Curricular Activities:**

- ❖ Group Presentation
- ❖ Debate
- ❖ Speech

### **Areas of Expertise:**

- ❖ Time Management
- ❖ Professional and mature
- ❖ Work well under pressure
- ❖ Highly responsible and reliable

### **Hobbies:**

- ❖ Painting/ Sketching
- ❖ Dancing
- ❖ Travelling

### **Additional Details:**

- ❖ Date of Birth : 12-08-1991
- ❖ Language Known : Hindi & English

Date:

Place:

(DEEPA RANI)