

# Karan Malhotra

Noida, Uttar Pradesh

[karanmalhotra419@gmail.com](mailto:karanmalhotra419@gmail.com)

+91-9818399192

- Adroit in identifying & developing new markets, generating leads and ensuring client retention
- Proven ability in achieving/exceeding targets, opening new profitable products/services markets.
- An effective communicator with excellent team building & relationship management skills.

## Work Experience

---

### **Program Clerk**

High Commission of Canada

February 2020 to Present

to current•

o The position provides a wide range of administrative duties for the Information Resource Management and other Mission offices

o filing,

Include directing incoming calls, handling correspondence, filing and e-filing, data entry, scanning, copying, managing chancery access, escorting visitors.

o timekeeping

Managing timekeeping and attendance, vouchering of petty cash, providing backup, and similar clerical tasks as may be required.

### **VOLUNTARY WORK**

● Worked in Hindustan Times as a trainee in Content Writing

● Worked as a marketing executive in jasmine furnishing

### **Program Clerk on Contract basis**

High Commission of Canada

March 2019 to June 2020

June 2019•

o The position provides a wide range of administrative duties for the Information Resource Management and other Mission offices

o Include directing incoming calls, handling correspondence, filing and e-filing, data entry, scanning, copying, managing chancery access, escorting visitors.

o Managing timekeeping and attendance, vouchering of petty cash, providing backup, and similar clerical tasks as may be required.

### **Executive Assistant**

Genpact

July 2019 to January 2020

- o Act as the point of contact among executives, employees, clients and other external partners
  - o Manage information flow in a timely and accurate manner
  - o Manage executives' calendars and set up meetings
  - o Make travel and accommodation arrangements
  - o Rack daily expenses and prepare weekly, monthly or quarterly reports
  - o Oversee the performance of other clerical staff
  - o Act as an office manager by keeping up with office supply inventory
  - o Format information for internal and external communication - memos, emails, presentations, reports
  - o Take minutes during meetings
  - o Screen and direct phone calls and distribute correspondence
  - o Organize and maintain the office filing system
- th

### **Operation Executive**

Planet.Edu

October 2018 to March 2019

- o Provide support and respond to inquiries related to examinations.
  - o Assist in the preparation and publication of the examination schedules.
  - o Assist in hiring, provide training and supervise part-time invigilators to ensure that academic regulations are upheld
- th th

### **Sales Executive**

HS Engineers

December 2015 to February 2018

- o Selling Bulk material handling Conveyors
- o Mature leads into potential Clients
- o Execute Techno Commercial Discussion with Clients
- o Preparing Technical Quotes for Clients

th th

## Education

---

### **B.A.**

Delhi University - Delhi, Delhi

2013

### **CBSE**

Rockwood Senior Secondary School - Noida, Uttar Pradesh

2009

### **CBSE**

Rockwood Senior Secondary School - Noida, Uttar Pradesh

2007

## Skills / IT Skills

---

- Quick learner
- Strong analytical skills
- Adaptable
- Hardworking
- MS Office (Word, Excel, Powerpoint)
- Windows 7
- Hindi / English Typing