AREAS OF EXPERTISE

*Office management Administrative support Report writing Presentations*

*Record management*

PROFESSIONAL

*DCBA – from DICS*

PERSONAL SKILLS

*Time management Proactive and assertive Flexible & approachable*

PRIYANKA BHARADWAJ

**Secretary cum Administration Executive**

|  |  |  |  |
| --- | --- | --- | --- |
| PERSONAL SUMMARY |  |  |  |
| A highly competent, motivated and enthusiastic administrative assistant with | | |  |
| experience of working as part of a team in a | busy office environment. Well | |  |
| organized and proactive in providing timely, | efficient and | accurate administrative | |
| support to office managers and work colleagues. | Approachable, | well presented and able | |

to establish good working relationships with a range of different people.

Currently looking for a suitable position with a reputable and ambitious company. WORK EXPERIENCE

***MNK Law offices* ( 2013- 2014)**

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

# Vishvas Law Offices (2015-2016) BGJC & Associates LLP – (2016-2017)

Working as a Office Manager. Responsible for day to day operations and maintains

all office administration. Also, handle personal accounts of the Bosses.

# SS Kothari Mehta & Co. (At Present)

Working as a Secretary cum Administration Head. Responsible for work related with Partners and admin management. Supervise Admin work and office management. Also handle personal accounts of the bosses.

DUTIES:

Meeting and greeting clients and visitors to the office. Make minutes of MIS. EOD Sheet for Bosses.



Make Proposals / Engagement Letter & consent letter for clients. Calculate costing of Audit staff on monthly bases.

Send advice for billing.

Calculate the costing of Associates.

Follow up for all outstanding and payment received.

Supervising the work of office juniors and assigning work for them. Handling incoming / outgoing calls, correspondence and filing.

Faxing, printing, photocopying, filing and scanning. Organising business travel, accommodation for clients.

Monitoring inventory, office stock and ordering supplies as necessary Updating & maintain the holiday, absence and training records of staff. Creating and modifying documents using Microsoft Office.

Setting up and coordinating meetings and conferences. Maintaining accounts of Bosses.

Handle petty cash.

Updating, processing and filing of all documents.

PERSONAL DETAILS

*Priyanka Bharadwaj H- 15/34 Hamdard Nagar New Delhi - 110062*

*M: 9873813105*

*Email: priyanka.pia09162@gm ail.com*

*DOB: 12/02/1993*

*Nationality: Indian*

KEY SKILLS AND COMPETENCIES

Strong organizational, administrative and analytical skills. Professional computer skills.



Ability to maintain confidentiality.

Knowledge of Excel, Microsoft Office, Word and Power point Ability to produce consistently accurate work even under pressure. Ability to multi task and manage conflicting demands.



ACADEMIC QUALIFICATIONS

MBA - Amity University(Result Awaiting) B.COM - Delhi University (2012-2014) XII Class – (2011)



X Class – (2009)

Current CTC – Rs. 30,000/- Rs.

Expected CTC – Rs.35,000/- Rs. (Onwards)