

CURRICULUM VITAE

LAXMI SINGH

H.no.56/577 J- Extension
Street No.-9 Laxmi Nagar,
Delhi - 110092
Contact No. 9315055029, 9958311264

CAREER OBJECTIVE

To work with an organization that can provide me innovation and challenging working environment and in which I can fully utilize my capabilities for the growth of the company as well as my career.

WORKING EXPERIENCE

- 1.) Presently working with **Delhi Academy Of Medical Sciences Pvt. Ltd.** as a **Office Coordinator & Operations** since March 2012 to Oct. 2019.

Job Profile:

Office Coordinator And Operations: .

- Sechedule a daily basis meetings and arrange a national & international Travel.
- Handling all the official paper & general entries.
- Attendance record of all the staff.
- Maintaning all of office equipment, transport duties.
- Maintaning all of office records keeping of office stationary.
- Hiring a new staff and coordinate to all staff members.

- 2.) Worked with **Metro Max Infrastructure Pvt. Ltd.** as an **Personal Executive Assistant** from June 2011 to March 2012.

Job Profile:

Personal Assistant Work

- Sending and checking mails of Director in Outlook Express.
- Maintaining all the files and record of dispatch.
- Look after daily business routine.
- Daily reports to head office.

Miscellaneous Work:

- Provides clear description of role for the job candidates.
- Provides essential references tool for discipline issue.
- Receiving and sending the courier and maintaining register for it.
- Handled creditably followings duties/responsibilities.

3.) Worked with **Abhipra Capital Ltd** as a **Back Office Assistant and Equity Stock Market Dealer** from Jan 2010 to June 2011.

Job Profile:

Personal Assistant Work

- Sending and checking mails of Director in Outlook Express.
- Maintaining all the files and record of dispatch.
- Taking care of all the work in the absence of Manager and Director.

Receptionist

- Attending the visitors
- Receiving and sending the courier and maintaining register for it.
- Maintaining small quantity of cash in absence of the cashier.
- Solving any query of customer over phone.

Miscellaneous Work

- Helping the accounts department.
- Making the target achieved report of all the making person.
- Receiving the magazine, placing them in their place and making the record in excel for monthly billing.

4.) Worked with **NDPL Keshav Puram** as an **Office Assistant** from 2008 to 2010.

Job Profile:

Office Assistant

- Drafting E-mails , letters and quotations.

- Sending and checking mails of General Manager in Outlook Express.
- Follow up with staff for daily reports.
- Making appointments for the general manager and reminding him about the important meetings.

Office Assistant

- Maintaining Daily report
- Maintaining Files and records

ACADEMIC QUALIFICATION:

- Graduate from Delhi University (B.A Prog.)
- Passed 12th from C.B.S.E in 2005
- Passes 10th from C.B.S.E in 2003

ADDITIONAL QUALIFICATION:

- PC Management Course, knowledge of Windows, MS Office, Internet and E-mail.
- One year Typing Course.

PERSONAL STRENGTHS:

- Clear and Precise Communication skills.
- Strong will power to do things, Hardworking.
- Disciplined, Dedicated and Highly ambitious to achieve goals.
- Ability to cope with challenges in adverse situations.

EXTRA CURRICULAR ACTIVITIES:

- To participate in extra curriculum activities like Dramas, Dancing and Painting competition.

PERSONAL PROFILE:

Date of Birth : 13th Sep 1987
Husband Name : Mr. Ram Singh (ICICI BANK)
Sex : Female
Nationality : Indian
Marital Status : Married
Language Known : English & Hindi
Strength : Determined, Hard working and
Honest

Place :- DELHI

Date :-

(LAXMI SINGH)