

BHUMIKA

CONTACT

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KEY SKILLS

- **Office Administration:** Proficient in handling day-to-day administrative tasks, managing front-desk operations, and maintaining office supplies and equipment.
- **Coordination & Scheduling:** Skilled in organizing meetings, coordinating events, and ensuring smooth internal communication.
- **HR Assistance:** Experience in supporting basic HR functions such as onboarding, document management, and employee coordination.
- **Communication Skills:** Excellent verbal and written communication for effective interaction with clients, staff, and vendors.
- **Problem Solving:** Ability to handle challenges efficiently and provide quick resolutions in high-pressure situations.
- **Time Management:** Capable of prioritizing tasks and managing time effectively to meet deadlines.
- **Team Support:** Reliable team player with a cooperative attitude and willingness to assist different departments.
- **Data Handling:** Basic knowledge of maintaining records, data entry, and using MS Office tools.
- **Customer Handling:** Experienced in managing customer queries and maintaining a professional attitude.
- **Multitasking Ability:** Efficient in managing multiple responsibilities without compromising on quality.



PROFESSIONAL PROFILE

Detail-oriented and proactive Office Administrator with over 4 years of experience in administrative operations, customer handling, and coordination. Proven ability to manage front desk, assist in HR tasks, coordinate internal activities, and maintain smooth office functioning. Excellent communication skills, adaptability, and a strong work ethic with a passion for continuous learning and organizational support.



WORK EXPERIENCE

PlusWealth Capital Management

2023 - June 2025

Office Administrator

- Managing daily office operations, assisting backend tasks, and supporting HR-related duties.
- Manage day-to-day office operations and ensure smooth workflow
- Maintain and organize office files, records, and documentation
- Monitor office inventory and place orders for supplies as needed
- Coordinate with vendors, service providers, and maintenance staff

ACE Facility Management Pvt. Ltd

Receptionist cum admin

2022 - 2023

- Supervised office functioning and supply inventory.
- Drafted correspondence and supported multiple departments
- Coordinate with vendors, service providers, and maintenance staff
- Support HR tasks like maintaining employee records and attendance
- Handle official correspondence via email, letters, and phone calls

S.K. Education Pvt. Ltd.

2020 - 2022

Coordinator

- Assisted in academic coordination and student support tasks.
- Act as a point of contact for internal teams, clients, and external partners
- Schedule and manage meetings, events, and appointments
- Assist in planning and execution of office programs, projects, and events
- Maintain accurate records, reports, and documentation for ongoing tasks



EDUCATION

- Bachelor's Degree – B.A. Program (2019 – 2022)
- Senior Secondary (12th), CBSE (2017 – 2018)
- Secondary (10th), CBSE (2015 – 2016)