

Curriculum Vitae

PINKI KUMARI SHARMA
82,1ST BYE LANE
NASKARPARA KONA
HOWRAH, WEST BENGAL
PIN CODE: - 711114
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CAREER OBJECTIVE

Seeking position to utilize my skills and ability in the industry that offers professional growth while being resourceful, innovative & flexible and work in challenging atmosphere.

EXPERIENCE DETAILS:-

- **Maheshwari & Associates** – Front Office Executive Cum Admin , **DEC'19 - Till Date**

JOB DESCRIPTIONS:-

- Greeting and welcoming guests in person and on phone.
 - Screening incoming calls/inquiries and directing it to appropriate department/personnel.
 - Maintaining visitor log books on daily basis.
 - Courier Maintenance.
 - Maintaining office register: receiving/dispatch logs for official documents.
 - Maintaining received and distributed bill records in a file.
 - Maintaining Employee Attendance.
 - Handling all office stationeries and keeping record of it in a file.
 - Managing front office reception area by monitoring housekeeping staffs cleaning and organizing desk and visitor lobby. Maintain Housekeeping staffs weekly roster.
 - Flight booking and arranging travel.
 - Organizing and maintaining employee's monthly birthday celebrations and support to other office events.
 - Coordinating interviews process for shortlisted candidates and provide support in induction process.
- **Primarc Projects (P) Ltd.** – Front Office Executive , **APR'19 - NOV'19**
 - **J R Laddha Financial Services (P) Ltd.** - Associate Administration & Front Office , **SEP'16 - APR'19**
 - **Sabri Healers Multispeciality Clinic** - Front Desk , **Nov'15 - Aug'16**

ACADEMIC QUALIFICATIONS:-

- Passed **B.A. (Honours)** Examination under the **CALCUTTA UNIVERSITY** in the year **2009**.
- Passed **H.S.** Examination under the **W.B. COUNCIL OF HIGHER SECONDARY EDUCATION** in the year **2006**.
- Passed **MADHYAMIK** Examination under the **W.B. BOARD OF SECONDARY EDUCATION** in the year **2004**.

SKILLS:-

- **Diploma in INFORMATION TECHNOLOGY** from YOUTH CENTRE, W.B.
- **Diploma in DESKTOP PUBLISHING** from YOUTH CENTRE, W.B.
- Good communication skills in **English, Hindi** and **Bengali**.
- Positive professional attitude and committed to excellence.

PERSONAL DETAILS:-

- **Father's Name** : LATE RAJENDAR SHARMA
- **Date of Birth** : 2nd May'1989
- **Languages Known** : English, Hindi and Bengali
- **Sex** : Female
- **Caste** : General
- **Marital Status** : Unmarried
- **Nationality** : Indian

Declaration: *I declare that the above statement made by me are true to the best of my belief and knowledge.*

Date:

Place: Howrah

Signature

Pinki Kumari Sharma

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