

**MEHLAKA AHMED**

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**Vision and Objective.**

*Looking for a challenging career, where there is scope for demonstration, always on a look out for a positive and bigger outlook. To secure a position where, I can effectively contribute my skills as a professional competent skills.*

**Work Experience.**

- 1. Secretary to Director in Satwik Group from May 2015 to December 2018.**  
**Also handled responsibilities of a coordinator and online E-commerce business of Brand "Groovz" in various websites such as Amazon, Shopclues, and Flipkart.**
- 2. Currently working in Genius Consultants Ltd. deputed at Balmer Lawrie & Co. Ltd. as an assistant to CIO from Dec'2018.**

**Educational Qualification.**

Ser	Year	Examination	consequence	School/college
01	2008	ICSE	2 <sup>nd</sup> Division	Jogamaya Memorial Institute
02	2010	HS	1 <sup>st</sup> Division	Khalsa English High School
03	2013	BA Hons(Eng)	2 <sup>nd</sup> Division	Calcutta University
04	2015	MA Hons(Eng)	2 <sup>nd</sup> Division	Vidyasagar University

**Other Qualification.**

- 1. Completed Diploma in Office Software Application from Suffee Commercial College in July 2014. Completed the Graduate Diploma in Secretarial and Office Practice from Suffee Commercial College in July 2014. Completed the certificate course in Advanced Office Practice under the West Bengal State Council of Technical Education (WBSCTE) from Suffee Commercial College in July 2014.**
- 2. Computer Knowledge in Windows, MS Office 2007 (Word, Excel, Power Point, Publisher, Access) Photoshop, Tally ERP 9 and Internet Proficiency.**

**Other Achievements.**

- 1. Participated as a volunteer in the Re-reading Seventeenth Century Prose Writing, Seminar sponsored by the U.G.C and organized by the Depart. Of English of Calcutta Girl's College in 2011.**
- 2. Participated in the National Level Talent Search Examination in 2006 and achieved the school topper award from Vikas.**

### **Inter Personal Skills.**

1. *Comprehensive problem solving abilities.*
2. *Ability to deal with people diplomatically.*
3. *Willingness to learn and a hard worker.*

### **Extra- Curricular Activities.**

1. *Been a school prefect.*
2. *Active participation in Cultural Programs.*
3. *Participated in Elocution.*
4. *Participated in Sports.*

### **Job Description**

1. *Maintain CIO's appointment schedule by planning and scheduling meetings, appointments, conferences, teleconferences and events.*
2. *Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.*
3. *Drafting Letters and Documents.*
4. *Coordinate daily calendar of senior personnel.*
5. *Act as the point of contact between CIO and employees.*
6. *PO's & Payment sheet management.*
7. *Compiling reports received from senior personnel.*
8. *Manage phone calls and emails.*
9. *Respond promptly to seniors' queries.*
10. *Facilitate internal communication.*
11. *Manage schedules and deadlines.*
12. *Manage office supplies stock and place orders.*
13. *Organize filing system for important and confidential company documents.*
14. *Maintain petty cash with proper entries as per the prevailing system.*
15. *Travel Management.*

**Personal Details.**

***Date of Birth*** - ***20/12/1992***  
***Marital Status*** - ***Single***  
***Father Name*** - ***Sk. Shakil Ahmed***  
***Mother Name*** - ***Shabnam Begum***

**Hobbies & Interest.**

***Listening to Music, Drawing and Painting.***

**Declaration**

***I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for correctness of the above mentioned particular.***

**Date: 10.09.2021**

**Place: Kolkata**

*Mehlaka Ahmed*

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