



NAME: SAMPLE COPY

SHORT - SUMMARY:

- **Administrative support:** Provided administrative support to individuals or organizations.
- **Communication:** Possessed excellent communication and interpersonal skills.
- **Organizing:** Highly organized and detail-oriented.
- **Record-keeping:** Maintained and organized records and files.
- **Scheduling:** Managed schedules, appointments, and travel arrangements.
- **Computer Skills:** Excellent typing speed and computer skills in Word, Excel, and PowerPoint
- **Personality:** Pleasing personality and strong relationship builder with leadership, and managerial skills.

Course & Certifications

| | |
|-------|-------------------------------------|
| MBA | HR & Finance |
| PGDCA | PG Diploma in Computer Applications |
| E-com | E-commerce & Web Designing |

SUMMARY OF POSTS HELD:

| ORGANIZATION | INDUSTRY |
|---------------|---|
| Industries: | Bank, FMCG, Real-Estate, Retail, Hospitality & Tourism |
| Designations: | Secretary, Executive Assistant, Team Leader, Family Business Manager, Group Company Coordinator, Sales Manager, Customer Relations, HR & Admin. |
| Total Exp: | 18 years |

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