



ABHISHEK SHARMA

Date of Birth: January 9th, 1988

H.NO- 419 /vikas Colony

Ranipur modh

Uttrakhand

Pin Code-249407

Post Office- Haridwar,

E-Mail ID: - sharma.abhishek573@gmail.com

MOB : - 9990474422

Professional Snapshot

Proactive Administrative professional with more than 6 years of progressively responsible experience supporting multiple C-level executives. Strong organizational skills and an ability to manage multiple administrative & operational jobs. Performs well with a variety of disciplines while remaining effective in a high-volume, start-up environments with demanding workloads.

Highlights

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| Correspondence Client care Reports & presentations Confidentiality Security & surveillance | Procurement Assets management MS PowerPoint, Word, and Excel Database management Event planning |
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TECHNICAL QUALIFICATION

MS-WORD, MS-EXCEL, POWERPOINT & INTERNET EXPLORER

OTHER QUALIFICATION

- 10th From Govt School Sarojini Nagar (Cbse Board 2004)
- 12th From Govt School Sarojini Nagar (Cbse Board 2006)
- Aviation & Hospitality from Air hostess Academy (AHA 2008)
- Graduate B.com from (CMJ university 2013)

INDUSTRIAL TRAINING

- Completed Industrial Training with **SKY CHEF** (International air catering service), it's an International Air Catering Service near by I.G.I AIRPORT.
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TOTAL WORK EXPERIENCE: 6 Years

Professional Experience

Senior Administrative Executive- INTEX TECHNOLOGIES PVT. LTD.

June 2015 Present - New Delhi

- Managing the day-to-day operation of the office.
- Organizing and maintaining files and records.
- Planning and scheduling meetings and appointment.
- Vendor management.
- Managing projects and conducting research.
- Preparing and editing correspondence reports.
- Knowledge of travels and guest arrangement.
- Providing quality customer service.
- Telephone, Electricity ,Asset Maintaince, Office Stationary (Control&Management)
- Facility Management
- Help Desk Knowledge of (Ticket booking,Hotel booking,Hospitality to guest Etc.)
- Handling Repair & Maintaince ,Asset Maintaince & Inventory
- Taking care of Petty cash
- Complete printing of letter head &Visiting cards
- Comparing the quotation from vendors ,recommending best supplier /vendor after negotiation and sending head for approval
- Handle ESS Office software Base queries and remove from software

Front office/Administrative Executive Focus Television Group (News channel)

April 2011 to April 2015

- Managing the day-to-day operation of the office.
- Route calls to specific people/Department
- Greet visitors warmly and make sure they are comfortable.
- Call persons waiting for visitor and book them a room to meet in.
- Schedule meetings and conference rooms.
- Make coffee and set out food.
- Ensure reception area is tidy.
- Coordinate mail flow in and out of office.
- Coordinate office activities.
- Encrease (TRP)Of live shows
- Coordinate with VIP/VVIP or Celebrities
- Petching Live shows calls to the studios
- Coordinate with HR Department

Front office Goan Holidayan Resort*Collangutte Beach(Goa)***

March 2009 to Feb 2011(Years)

- Managing the day-to-day operation of the office.
- Organizing and maintaining files and records
- Route calls to specific people/Department
- Handling couriers
- Register guests and assigns rooms. Accommodates special requests whenever possible.
- Assists in preregistration and blocking of rooms for reservations.
- check- cashing, and cash handling policies
- Understands room status and room status tracking.
- Knows room locations, types of rooms available, and room rates.
- Uses suggestive selling techniques to sell rooms and to promote other services of the hotel.
- Coordinates room status updates with the housekeeping department by notification housekeeping of all check outs, late checkouts, early check-ins, special requests, and day use rooms.
- Possesses a working knowledge of the reservations department. Takes same day reservations and future reservations when necessary. Knows cancellation procedures.

Technical Education

Diploma Holder in Computer application

Well acquainted with MS office & other c-level programmes

Other Skills

Corporate communication

Liaison support

Analytical

Administrative

Team Building

Persona Snippets

Name : Abhishek Kumar

Father's Name : Late Vijay Kumar sharma

Date of Birth : 09th Jan 1988

Nationality : Indian

Marital Status : Married

Languages Known : English / Hindi

Name-Abhishek sharma

Date-

Signature-

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