

RESUME

Niti Khand-1, Indrapuram
Ghaziabad (U.P.)
surabhivthakur@gmail.com
+919871154636

Surabhi Thakur

101, Plot No.545, Sai enclave,

CARRER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development while working to achieve personal as well as organization goals.

SKILL'S SUMMARY

- ❖ A Company Oriented professional with experience in office co-ordination.
- ❖ Efficient in inter-personal communication.
- ❖ Proficient in handling computer work on MS Word, Excel and Powerpoint.
- ❖ Capable of resolving issues and taking decisions.

WORK EXPERIENCE

Company: Pearl Loan Consultants Ptv. Ltd.

Duration: From July 2015 To 2016

Role: Office Co-ordinator

KEY RESPONSIBILITIES

- Follow office workflow procedures to ensure maximum efficiency.
- Maintain files and records with effective filing systems.
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office.
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Monitor office supplies inventory and place orders.
- Handling basic computer work on MS word and MS Excel etc.

Company: Geotech Homz Pvt. Ltd.

Duration: From 2012 To 2015

Role: Office Co-ordinator

KEY RESPONSIBILITIES (Same as for above mentioned company)

EDUCATION

Qualification	College/Institutions	Board/University	Year
BSC	S.G.R.R.I.T.S	H.N.B.G.U	2012
H.S.C	Shri Guru Ram Rai Public School	C.B.S.E	2007
S.S.C	Shri Guru Ram Rai Public School	C.B.S.E	2009

PERSONAL DETAILS

Husband's Name: Mr. Varun Thakur

Father's Name : Mr. Vineet Singhal

Date of Birth: 24th July 1991

Language Known: Hindi & English

Marital Status : Married

STRENGTH & INTEREST

- Extremely innovative, charged & passionate about tasks assigned.
- Watching movies, listening music & socialization.

(Surabhi Thakur)