

ASHA AHLAWAT

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Current Location : Meerut , UP

OBJECTIVE

- To work with an organization providing challenging tasks, ample opportunities to learn and avenues for growth to reach the pinnacle of success.

PROFESSIONAL SYNOPSIS

- Excellent communication & interpersonal skills with proven abilities in client relationship.
- Capable of creating and maintaining professional relations and client relationships
- Understanding the day to day operations and assisting for smoother Operations of the Company and facilitating the Load of the Top Management and communicating to respective Departments
- Scheduling appointments and organised calendar for the company and the top management.
- A keen executor with fair understanding in managing overall banking back end operations with an aim to accomplish corporate plans & goals successfully.

EMPLOYMENT CHRONICLE

“Saru Copper Alloy Semis Pvt. Ltd., Sardhana Road, Meerut.

22 Nov. 2018 to till now.

DESIGNATION : ASSISTANT EXECUTIVE

Key Responsibilities:

- Maintain Documentation of AS and ISO Audit.
- Scheduling the interviews.
- Scheduling the Meetings and appointments of Directors.

- Flight Booking and Arrangements of Hotel for Directors.
- Developing and maintaining daily, weekly, monthly and yearly Production and Various reports in MS-Excel.
- Co-ordinations with the back office operation personnel to ensure that data uploaded are done correctly.
- Handling mails, couriers and verifying mails and day to day back end Operations.
- Upkeep of Reception and assisting the Director in the Daily Operations.
- Managing record of stationary, courier, inward – outward moment, calls record etc.
- Birthday gifts management & Client Relationship Management.

“Bouquet Garni – A Unit of 47365 Hospitaly Pvt Ltd ” - Vasantkunj, Delhi.

Oct 2015 to July 2018

DESIGNATION : FRONT OFFICE CUM ADMIN OFFICER

Key Responsibilities:

- Handling mails, couriers and verifying mails and day to day back end Operations
- Upkeep of Reception and assisting the Director in the Daily Operations
- Managing record of beverages, stationary, courier, inward – outward moment, calls record etc.
- Beverages management & Inventory Control
- Birthday gifts management & Client Relationship Management
- Developing and maintaining daily, weekly, monthly and yearly Production and Various reports in MS-Excel.
- Develop timely reports to monitor and manage the processes.
- Co-ordinations with the back office operation personnel to ensure that data uploaded are done correctly.
- Maintain all Current and Previous data.
- To automate common repetitive tasks, created the Macros.
- Making presentations for reviewing on daily and monthly basis.
- Administering and rendering training to the new joiners in the department.

Associated with S.N.V.P., School, Meerut.

Since Jan 2015 to Jun 2015

Designation : ADMIN OFFICER

Key Responsibilities:

- Maintaining the Registers : HR & CL Leaves related
- take care of the principal appointments
- Assist the principle in making salary and handling her daily schedules

Associate with Karan Public School, Meerut

Since Jan 2013 to Dec 2014

Key Responsibilities:

- Maintain the attendance Register
- keep the record of the all the C.L and Leaves
- Keep the record of the all leave applications
- take care of the principal appointments
- Assist the principle in making salary

Technical Skills

- Advance MS-EXCEL 2010
- MS-WORD / ACCESS / POWERPOINT
- Have excellent written and oral communications skills.
- Able to work independently and to take initiative to ensure goals are met.
- Outstanding customer service skills; strong desire to impress clients and exceed expectations.

Personality Traits/Area of Interest

- Loyal and punctual in work.
- Positive Attitude.
- Urge for learning new things and always ready for new experience.
- Working For best results with dedication & determination.

- Strong trouble shooting and analytical skills.
- Painting
- Riding bikes
- Reading Books
- Listening To Music

Personal Details

- Date of Birth : Feb. 19th 1984
- Marital Status : Unmarried
- Nationality : Indian
- Present Address : MIG-1/4, Shardhapuri, Phase-I,
KankerKhera, Meerut Cantt.

SCHOLASTICS

Post-Graduation (M.A.-Education)	C.C.S. University, Meerut	2014
Graduation (B.A.)	C.C.S. University, Meerut	2010
12th	C.B.S.E.	2004
10th	C.B.S.E.	2000

I declare that above mentioned particulars are true to the best of my knowledge.

Asha Ahlawat

Date :

Place :