

PUNIT

+91 8700202083

punitsah34@gmail.com

www.linkedin.com/in/punit-922b9b222



An experienced **Office Assistant** with a strong attention to detail and excellent organizational skills. Proven ability to provide administrative and clerical support in a fast-paced environment. advanced skill in Maintain Data, data gathering, typing, and Microsoft Office functions.

Experience

Office Assistant 02/2023 to Present
Matrix Business Services India Private Limited, Noida

- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Answer telephones and give information to callers, take messages, or transfer calls to the brokering department.
- Create, maintain, and enter information into our personal database.
- Handling office inventory & record in sysytem
- checking daily courier transction & Validate report.
- Open, read, route, and distribute incoming mail or other materials and respond to email inquiries.
- Manage filing systems and file/update client information
- Collect and sort mail & Organize papers, books, and toys
- Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Updating paperwork, maintaining documents and work processing

Office Assistant 08/2021 to 02/2023
Hello Verify India Pvt Ltd, Noida

- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule appointments and meetings & Coordinating and managing office events
- Greeting visitors and directing them to the appropriate person or department.
- Prepare documents and reports. & Perform data entry and scan documents
- Data entry and database management
- Processing incoming and outgoing mail.
- Performing general office duties such as filing, photocopying, and scanning
- Coordinate with internal departments
- Maintaining office supplies and ordering new supplies as needed.
- Provide general administrative and clerical support

Details

Noida 62 Uttar Pradesh India
DOB = 09 June 1997

Highlights

- Advanced Excel
- Word Processing
- Spreadsheet, MS Office
- Data Entry
- Filing, Typing
- Microsoft Office
- Document Management
- Scheduling
- Receptionist Duties
- Mail Sorting, Copying
- Scanning, Faxing
- Telephone Skills
- Records Management
- Office Equipment
- Inventory Management
- Customer Service
- Bookkeeping

Education

Bachelor of Arts: 2019
Delhi University

12th (CBSE Board) - 2016
10th (CBSE Board) – 2014

Language

English , Hindi

Hobbies

- Playing chess - great way to unwind, distress, and keep the mind sharp.
- Listening Music
- Travelling

Certificate

- 6-Month Computer certification from Sadit institute of management and technology.
- Introduction to MS-Excel from Skill up by Simplilearn.

Extra-curricular Activities

NSS Volunteer – (ZHDC) Central Delhi

- Actively participated in volunteering to social work activities like – Blood donation camp, Help desk, Cleanness drive, Orientation program, NSS day, Social awareness program, Diwali Mela with orphanage children's. Etc.

Declaration

- I Punit , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

DATE

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