

Ritika Rana

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Objective

To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.

Experience Details

1. Admin Executive

Growfast Securities and Credit Limited, 28th December 2017 - October 2019.

- Responsible for checking the office's assets are in good condition.
- Responding the mails.
- Responsible for handling the petty cash and keeping the record of expenses.
- Email drafting, letters and documents collecting and analyzing information
- Maintained high level of contact with all vendors.
- Established positive working relationships with all levels of organizations (internal and external).
- Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Supported human resources staff with new hire orientations
- Coordinated and conducted new hire pre-interviews

2. Front Office Executive Cum Admin

Oxford Univrsity Press India, (1 year 10 months)

- Responsible for maintaining the records of office inventory.
- Distributing the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Coordinating with the dealers, Suppliers and vendors.
- Maintaining the documents records.
- Assisting the admin manager in planning and executing the events and other activities in organization.
- Managing the housekeeping and security guard staffs' data and duties.
- Responsible for checking the cleanliness of office.

- Responsible for checking the office's assets are in good condition.
- Responding the mails.
- Responsible for handling the petty cash and keeping the record of expenses.
- Maintained reception area conference rooms supply room and kitchen

Education Background

- Pursuing D. El. Ed.
- Bachelors of arts graduate from Delhi university in year 2013
- Higher secondary passed from Kendriya Vidyalaya Birpur Cantt, Dehradun School in year 2010
- High school passed from Kendriya Vidyalaya Shalimar Bagh, Delhi in year 2008

Key Skills

- Excellent verbal and written communication skills.
- A self-directed worker with superior time management skills.
- Fully discreet and confidential in all office matters.
- Certified in various Microsoft software applications.
- Experienced multitasker who can prioritize daily workloads.
- Savvy manager of a smooth office workflow.

Extra-Curricular Activities

- Received appreciation for good office management.
- Participated in extra curriculum competition many times during my education.
- Participate in World Book Fair.

Hobbies

- Gardening
- Net surfing
- Reading books.
- Listening music.

Personal Details

Date of birth: 02-10-1991

Languages known: English, Hindi, and Nepali

Address: E- block, House No. 1850, Jahangir Puri, Delhi 110033