

BINDU MENON

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WORK EXPERIENCE

- **EXECUTIVE ASSISTANT, The Millennium School | Noida, Uttar Pradesh, Noida, India**(Jul 2015 to Present)
- **SENIOR FRONT OFFICE EXECUTIVE, Educomp Solutions Ltd | Gurgaon, Haryana, Gurgaon, India**(Jul 2007 to Jul 2015)
- **Receptionist, Ambience Leasing Ltd. | Delhi, New Delhi, Delhi, India**(Jan 2003 to Jun 2007)
- **Receptionist, Khurana & Khurana Co. | Delhi, New Delhi, Delhi, India**(Jan 2002 to Dec 2002)

EDUCATIONAL BACKGROUND

- **Alpha Institute of Management & Technology Science, Bangalore , , B.A, 2003,**

SKILLS

- **optimizing workflow. accustomed to balancing high-volume inquiries with**
- **administrative needs for all staff**
- **administrative professional possessing strong**
- **multi-line phone proficiency**
- **business writing**
- **proficient in ms office**
- **travel administration**
- **desire to learn and grow professionally**
- **quickbooks expert**
- **35 wpm typing speed**

PERSONAL BACKGROUND

◦ **Birthday:** - 1979-07-10