**Curriculum Vitae**

**Kirti Ahuja**

**Vishwas Nagar Shahdara New Delhi- 110032**

**Phone no. -8527236116**

**CAREER PROFILE**

Fast learner, adapt to new environment, amiable, innovative and positive thinker.

**PROFESSIONAL EXPERIENCE**

Administrative Assistant Manager

**Rapid Truck and Trailer Repairs 2019 -2020**

Arun kumar Engineers & contractors

**Assistant HR Manager** **Mar’2015 – Mar 2019**

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| --- | --- |
| Shri Siyaram Secure Services Pvt. Ltd. | **Jul’2012 – Mar’2015** |
| **Human Resource Executive**  |  |

Bharat Hardware Paints Corporation **Mar’2010 – Jun’2012**

**Administrative Assistant**

Shri Ganesh Associates **Jul’2007 – Feb’2010**

**Administrative Executive**

Shri Ganesh Associates **Jul’2006- Jun’2007**

**Internship in Administration.**

**Key Skills**

Keeping precise coordination among all the departments.

Good written and verbal communication skills.

Well at transmitting and receiving messages clearly.

Strong Analytical and problem-solving skills.

Proven adaptability to differing cultural and business environments.

Enjoy working as a team as well as independently.

Calculating numbers, compiling data or facts, record keeping & updating information or records.

**EDUCATION**

**Bachelors in Commerce** 2006-2010

Delhi University

**Master in Human Resources**  2016-2018

Jaipur National University

**COMPUTER SKILLS**

Microsoft Office - Outlook,Word, Excel, and PowerPoint

**REFERENCES ARE AVAILABLE UPON REQUEST**