

ANIL KUMAR



Contact

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District Gurdaspur, Punjab, India

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Languages

English
Hindi
Punjabi

Summary

Responsible for supporting others clerical staff and maintaining a well-organized office that operates efficiently. Duties ensuring that all administration procedure are followed to company standard and audit requirements. Acting as business interface so as to filter general information, requests and queries.

Skill Highlights

- Communication skills
- Computer skills
- Customer focus
- Graphic Designer
- Adaptability
- Leadership
- Problem solving skills
- Innovative
- Service-focused
- MS-Word
- MS-Excel
- E-mail

Experience

Office Coordinator – 02/2018 to 03/2020

Global Vision Enterprise Batala, Punjab

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

Education

Diploma Mechanical Engineering- 2014 to 2017 (68%)

Diploma AutoCAD -2015

Senior Secondary 12th PSEB- 2014 (81%)

Matriculation 10th PSEB- 2012 (80%)

Certifications

- Fire fighter & Civil defense team member registered by home guard department of Punjab.