

RESUME

Archana Sharma

Mobile-No- 9717694011

**E-Mail:- imarchana.s@gmail.com**

**CAREER OBJECTIVE:**

Looking for a challenging career with a reputed corporate entity and a work atmosphere that is

Supportive in terms of training and development. To be a positive contributor to the organisation.

#### Working Experience :

***Worked as a coordinator/ executive assistant in Metronics India Noida,from April 2017 to dec***

***2019***

***Metronics India is a manufacturer and supplier of sticker and labels, steel metal components, aluminium printed plates, sheet metal component etc.***

***Responsibility:-***

* ***Maintaining general filing system and file all the correspondence.***
* ***Monitor stationery usage trends by departments.***
* ***Coordination with third party service providers. E.g. Housekeeping agencies, Manpower agencies.***
* ***Team management- coordinating and leading one or more teams to efficiently cover various areas of responsibility.***
* ***Plan*** ***pantry staffing and monitor pantry upkeep and stocking.***
* ***Handling all admin related issue.***
* ***Forwarding bills to finance department & maintaining the record.***
* ***Order Monitoring and Dispatch Monitoring Sheet Update.***
* ***Dispatch Intimation Sheets Update and Mail.***
* ***Follow-ups and Update YTTM/DPMS (Daily Production Monitoring Sheet).***
* ***Maintaining all records in OneNote***

**Professional Qualification: ----**

**M.B.A. From SYMBIOSIS PUNE. (SCDL) in HR Stream** in (2010).

**Technical Qualification: ---**

**POST GRADUATE DIPLOMA IN COMPUTER PROGRAMING** (**P.G.D.C.P**) in (2002).

#### EDUCATIONAL QUALIFICATION:

B.Sc. (Z.B.C.) from Ambedkar University Agra in (2001).

Intermediate from U.P. Board Allahabad in (1998).

High School from U.P. Board Allahabad in (1996).

**IT SKILLS**: - C, C++, FoxPro, MS- Office, DOS, Windows, Internet, HTML.

**Personal Information**

Name Archana Sharma

D O B 01 March 1980

Nationality Indian

Languages known English, Hindi

Marital Status Married

Interest Outing, Reading, and listening Music**.**

Personal Goal Growing with the growth of the organisation

Address: Flat No-24 B-D4, Sec-82 Noida (U.P) Distt-Gautam Budh Nagar

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Date: \_\_\_\_\_\_

Place: \_\_\_\_\_\_ (Archana Sharma)