

SUSHAMA SINGH

OFFICE COORDINATOR

Baghban App. F. No-389, 4th Floor, Rohini, Sec-28, Delhi-42
+91 9971375543 | sushamasingh0211@gmail.com

I am Sushama Singh having 2.6 years of experience as an Office Coordinator/Assistance. Looking to utilize my experience, interpersonal skills, and education in a position which afford both personal and professional growth as a team player and problem solver.

EXPERIENCE

Amitex Polymers Pvt. Ltd. - Delhi, India

JAN 2021 ~ JULY 2022

Office Coordinator

- Answering incoming calls and routing them appropriately
- Managing office supplies
- Completing administrative tasks such as filing, scanning, copying, data entry, etc.
- Greeting guests and visitors
- Assisting with onboarding of new employees
- Organizing company events and meetings
- Managing the front desk and reception area
- Processing incoming and outgoing mail
- Updating employee records

Singh Enterprises - Delhi, India

JAN 2020 ~ DEC 2020

Office Assistance

- Maintaining supply inventory, making Performa invoice and bills.
- Interact with clients or customers through phone, email, or face-to-face to provide information and support.
- Monitor inventory levels of office supplies and place orders when necessary.
- Receive, sort, and distribute incoming mail and manage outgoing mail, including packages.

EDUCATION

BACHELOR OF SCIENCE IN ZOOLOGY AND BOTANY

JUNE 2011

Deen Dayal Upadhyay Gorakhpur University

B. ED.

MAY 2013

Deen Dayal Upadhyay Gorakhpur University

C.T.E.T.

DEC 2019

Delhi

SKILLS

- Microsoft Proficiency
- Writing & Communication
- Inventory Management
- Ability to Multitasking
- Problem Solving
- Service Oriented
- Friendly and Positive attitude
- Language – Hindi & English