

# VISHAL MATHANIYA

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: Block A, Raghu Nagar, Dabri, New Delhi

## SUMMARY

Proven Executive Assistant with a track record at Plaza Property and Real-estate, enhancing office efficiency and mastering Microsoft Office to streamline operations. Skilled in managing confidential information and optimizing time through effective scheduling. Demonstrates exceptional communication and problem-solving abilities, increasing typing accuracy by implementing advanced proofreading techniques.

## SKILLS

Management skills	Report writing and presenting	File Management
Time Management	Problem solving	Basics of Computer
Communication skills	Excellent communication skills	Presentation Development

## PROFESSIONAL EXPERIENCE

**Amaltas Institute of Medical and Sciences** **Feb 2024 - Jun 2024**  
**Typist and Exective Assistant**

- Typing sonography reports.
- Increased typing accuracy by implementing proofreading and editing techniques.
- Typed official correspondence and reports from handwritten notes and other information sources.
- Managed sensitive information by maintaining strict confidentiality, supporting the integrity of the organization.

**Dixit Property and Real-estate** **Feb 2023 - Jan 2024**  
**Executive Assistant**

- Handled confidential and sensitive information with discretion and tact.
- Managed executive calendars, scheduling meetings and appointments and coordinating travel arrangements to optimize time.
- Maintained confidentiality with sensitive documents, ensuring proper storage and distribution as needed.
- Processed travel expenses and reimbursements for executive team and senior management group.

## EDUCATION & CERTIFICATIONS

**Kendriya Vidyalaya AMC Lucknow**  
12th Passed

**Bachelor of Business Administration**  
Amity University  
Enroll - Aug 2024

## LANGUAGES

**Hindi**  
Excellent

**English**  
Intermediate