

# HIMANSHI VERMA

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## CONTACT

+91 7011980676  
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D-346, Indra Park, Najafgarh, New Delhi-110043

## SKILLS

MICROSOFT OFFICE  
GOOGLE SPREADSHEETS  
DOCUMENT MANAGEMENT  
CUSTOMER RELATIONSHIP

## EDUCATION

### BACHELOR'S OF ARTS

#### University Of Delhi

2015-2018

#### CBSE- Higher Secondary School

#### Dr. S.R.S. Mission School

2014-2015

Passed with 80%.

#### CBSE- Secondary School

#### Dr. S.R.S. Mission School

2012-2013

Passed with 84%.

## LANGUAGES

English  
Hindi  
Punjabi

## PROFILE

Office Support Professional with considerable experience in providing administrative and customer service support. Skilled in managing daily office operations, including scheduling, data entry, filing, and record keeping. Expertise in providing administrative support and human resource support for daily processes and activities in a corporate environment.

## WORK EXPERIENCE

### OFFICE ADMINISTRATOR

DHOOMIMAL GALLERY AUG 2022-PRESENT

- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy
- Maintained accurate payroll records and submitted data to accounting department for processing.
- Provided customer service support, responding to inquiries in a timely manner.
- Maintained databases for tracking employee information, inventory control records and other organizational data.
- Organized meetings, conferences, travel arrangements and other events as required.
- Supported management by taking minutes during meetings, preparing agendas and distributing meeting materials prior to each session.
- Managed staff by recruiting, hiring and training employees.
- Overseeing the termination process of an employee
- Coordinated office activities with outside vendors to ensure efficient operation of the organization's services.
- Maintaining Director's calendar for important meetings and events
- Managing the Birthdays of the employees.

### Office Admin Cum HR Executive

CHIPIN IT SOLUTIONS PVT. LTD. DEC 2020- AUG 2022

- Coordinate office activities and operations to secure efficiency and compliance to company policies
  - Manage phone calls and correspondence (e-mail, letters, packages etc.)
  - Support budgeting and bookkeeping procedures.
  - Submit timely reports and prepare presentations/proposals as assigned.
  - Recruiting and retaining talent for the organization at the right cost.
  - Introducing the new joiners to the organization.
  - Helping make the payroll of the company.
  - Organizing important events of the organization.
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## PERSONAL DETAILS

FATHER'S NAME : Lt. RAJENDER VERMA

MOTHER'S NAME : SUMAN VERMA

D.O.B : 19th FEBRUARY 1997

MARITAL STATUS : UNMARRIED

NATIIONALITY : INDIAN

- Overseeing the termination process of an employee.
- Working with departmental heads during appraisals.
- Introducing employee wellness programs.
- Creating company policies based on best practices.
- Remembering employee birthdays and important event dates.
- Assist colleagues whenever necessary.
- To manage and update payroll Software- Quick HR.
- Taking up other duties as assigned, such as: worked as a Digital Marketing executive

### Administrative Executive /Office Coordinator

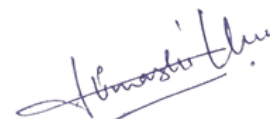
ANIDEAZ MEDIA INTERNATIONAL PVT. LTD.

SEPT 2019- AUG 2020

- Greeting clients and visitors.
- Maintaining attendance records.
- Helping organize and maintain office common areas.
- Maintaining office equipment as needed.
- Updating paperwork, maintaining documents and word processing.
- Handling incoming & outgoing mails, couriers, invoices, payments etc.
- Answering and routing phone calls.
- Assisting the HR team in Joining and exit formalities.
- Assisting in proof reading and other official tasks.
- Keeping updated records and files.
- Monitoring office expenses and costs.
- working on Test Generator software and Flip Html Software

## DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge and belief



HIMANSHI VERMA

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