

KOMAL MISHRA

PROFILE

I'm skilled professional responsible for managing and overseeing the day-to-day operations of an office. I'm typically detail-oriented, organized, with excellent communication skills. Over years of experience in administrative roles, as an Office Executive is adapted handling a variety of tasks, from managing calendars and scheduling appointments to handling incoming and outgoing correspondence.

WORK EXPERIENCE

Lulu International Shopping Mall Pvt. Ltd.

June5th, 2023- June11th, 2024

- Collaborated with senior management to align outreach efforts withstrategic plan.
- Answered phone calls and directed inquiries to appropriate staff members.
- Scheduled appointments for executives and members of management.
- Created reports for senior management and presented results during meetings.
- Updated reports, managed accounts, and generated reports for company database.
- Managed office operations while scheduling appointments for department managers.
- Maintained computer and physical filing systems.

Don Bosco Tech Society

June20, 2022-May30, 2023

- Greeting visitors and clients and directing them to the appropriate office or person.
- Scheduling appointments and managing calendars.
- Organizing and maintaining files and records.
- Assisting with basic bookkeeping and accounting task.
- Ordering and maintaining office supplies and equipment.
- Running errands and performing other administrative tasks as needed

Panchshila International School

May 2020-May 2022

- First point of contact for visitors to the school, extending a warm welcome to callers - including parents, visitors, contractors and delivery staff.
- Collate registers and check absences.
- Deal effectively with telephone calls, transferring callers to relevant staff and taking and passing messages as required.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
- Assist with the delivery of stationery, materials and resources to classes and ensure that stock levels are maintained.

CONTACT

8318804157

mishrakomal2322@gmail.com

Near St. Mary's School,
Para Road, Rajajipuram,
Lucknow.

EDUCATION

- ◆ **2021**
Bachelor of Administration
Lucknow University
- ◆ **2018**
Intermediate
S.K.D Academy School

- ◆ **2016**
High-School
S.K.D Academy School

SKILLS

- ◆ Project Management
- ◆ Verbal and Written Communication skills
- ◆ Teamwork
- ◆ Time Management
- ◆ Leadership
- ◆ Multi-Tasking

LANGUAGES

English
Hindi

PERSONAL DETAILS:-

Name: - Komal Mishra

D.O.B: - 23-06-2000

Father's Name:-Mr. Virendra Mishra

Mother's Name: -Late. Vitto Mishra

Gender: - Female

Event (Freelance)

2018-2020

- Organize, and coordinate all aspects of an event.
- Excellent communication skills, including the ability to communicate effectively to clients, vendors.
- Planned, organized and executed promotional events.
- Supervised event happenings and intervened quickly to resolve problems.
- Knowledge of marketing principles, including branding, social media marketing and promotion.

INTEREST

- **MODELING.**
- **YOUTUBE VIDEOS**

ACHIEVEMENTS

- **JUNE 2022 -ROYAL ENFIELD TRAINING PROGRAMME.**