

- ❖ Recruit staff through job descriptions and job adverts; decide upon the best possible advertisements.
- ❖ Advise management on pay and other issues, including promotions and benefits; administer payroll and maintain staff records.

Key Accomplishments

- ❖ Achieved 30% discount on advertisements by ordering in bulk twice a year.
- ❖ Achieved 100% payments against pending dues.

XXXXX Carpets Canada, **Administrative assistant**

April 07 to Mar 09

- ❖ Assisted the Store Manager and staff in the day to day functions while promoting high standards of corporate and commercial values through correspondence, telephone and personal contact. Updated, processed and filed all documents.
- ❖ Independently gathered, compiled and coordinated information from multiple sources, assisted in preparing reports, presentations and other documentary requirements, planned and organized meetings.
- ❖ Monitored inventory, office stock and ordered supplies whenever necessary.
- ❖ Responsible for purchase orders.
- ❖ Raised purchase orders and tracked invoices.
- ❖ Respond and communicate with departments for Admin Support.

Key Accomplishments

- Reorganized administrative procedures, shortening process time by 30%.
- Designed and implemented customer care strategy that increased sales by 25%.

XXXXX International India, **Counsellor/Administrative assistant**

April 05 to Aug 06

- ❖ Built and maintained strong professional relationships through counseling clients. Provided up-to-date information about new promotional programs.
- ❖ Exceeded clients' expectations through efficient, quick and accurate solutions to their problems or queries.
- ❖ Developed and conducted seminars for various universities based in Australia and United Kingdom.
- ❖ Coordinated promotional events.

Key Accomplishments

- ❖ Trained and coordinated activities of internees, whose efforts resulted a Rs 511,000 rise in revenue.
- ❖ Achieved Employee of the Month Award – May 2007.

XXXXX Education Centre India, **Counsellor/English Faculty**

Aug 04 to Mar 05

- ❖ Educated and prepared students for entrance exams including: IELTS, TOEFL, GMAT.
- ❖ Conducted 6 English classes, with a capacity of thirty students each

PERSONAL DETAILS

Date of Birth: 28//08/1984

Nationality: Indian

Passport: Valid Indian Passport

Religion: xxxxxxx