

ARUN KUMAR
Block-6 H No-243
Khichripur Colony
New Delhi-110091
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Career Summary:

Technologically savvy and goal-oriented **Administrative Assistant**. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft office and Internet.

Summary of Skills:

- Administrative experience supporting high-level executives.
- Customer Service experience working in fast paced environments, supporting a diverse range of clients.
- Utilizes Microsoft office for documentation work products.
- Effective communicator and team player.

Work Experience:

Coordinator **Swapeco Solution Private Limited, Delhi** **January 2021- Present**

- Prepared Technical Documents
- Vendor Management
- Product Market Research
- Coordination within department
- E-commerce accounts handled like Amazon & Flipkart.
- Support to their Technical & Service Team.

Office Assistant **Institute Chartered Accountant of India, Delhi** **July 2013 – October 2020**

- Handle functional and administrative tasks.
- Complete all assigned tasks and assist in day-to-day operation.
- Format information for internal and external communication-emails, presentation, reports etc.
- Maintain comprehensive and accurate records.
- Create and update records ensuring accuracy and validity of information.
- Perform such other tasks as assigned by the seniors from time to time.

Education:

- Bachelor's Degree in Arts & Humanities
Delhi University, Delhi
- Diploma in Software Engineering from NIIT, Delhi

Reference:

On request.