

Chanda Rani

H.no 7093, Stno.6, Gobind Nagar, Shimlapuri.
near maid di Chakki, Ludhiana, Punjab 141003
9988386299/ caman2029@gmail.com

Career Objective

To create value and recognition in the workplace by producing the best result for the organization through synchronize and hard work.

Personal Details

Name: Chanda Rani

Father's Name: Mr. Vasudev Singh

Date of Birth: 20-02-1999

Contact No: 99883-86299

E-mail: caman2029@gmail.com

Nationality; Indian

Marital Status: UnMarried

Language: English, Hindi & Punjabi

Passport Details:

Place of issue: India

Passport No: U4928759

Date of expiry: 21.06.2030

Educational Qualification

- 10th Passed from Punjab board, India In 2015
- 12th Passed from Punjab board, India In 2017

Technical Qualification

- Course Covered: MS Word, MS Excel, MS PowerPoint, Internet,

Experience Details

- **01 May 2017 to 30 April 2018**

Working with **Rajindra Security Services (Regd.)** As a Office Assistant

- **Currently working with Bhat Metal Treat as a Admin.**

Current Profile:

- Answering incoming call: taking messages and re-directing calls as required
- Dealing with email enquiries
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc.)
- General office management such as ordering stationary
- Arranging both internal and external events
- Possibly maintaining the company social media accounts
- Providing administration support to Sales Reps, Property Managers and Senior Management

Hobbies

- Travelling, Listening music,
- Surfing on Internet

REMARKS:-

Ready to relocate anywhere, according to company requirement.

Date:

Place: (**Chanda rani**)

