

# PUJA AGARWAL

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## | PROFESSIONAL SUMMARY

Knowledgeable Administrative professional well-versed in producing high-quality spreadsheets, reports and presentations Proven history of success in event coordination, staff supervision and office workflow management. Accomplished Administrative Support professional practiced at addressing all facets of business office needs, including file and document management, inventory allocation and technical training. Proficient in maintaining stringent financial controls and timelines. Offering diplomatic and professional communication, strong time management and multitasking expertise. Dedicated Administrative professional with proven skills in managing administrative teams and delegating tasks to accomplish operational goals. Knowledgeable about arranging authorizations, preparing work orders and processing vouchers. Methodical and highly organized with good prioritization and planning abilities.

## | WORK HISTORY

### **Zapcom Solution Pvt. Ltd - Admin Executive**

Bangalore, Karnataka • November 2019- June 2020

- Organizing and Maintaining personal records.
- Managing end to end Calendar of CEO.
- Maintaining daily attendance and salary structure of employees.
- Maintaining Inventory stocks.
- Involved in generating invoices.
- Prepare and work on Domestic and International reimbursement.
- Involved in Housekeeping maintenance.
- Vendor Management - This includes dealing with the vendors, negotiating rates with them, deriving work from them, ensuring that the vendors provide quality goods and services and handling various other related tasks.
- Project Management - Keeping track of priority based service to customers based on their demand and urgency.
- Keeping track on all courier and Postal services.
- Handling petty cash and pantry management.
- Involved in training, development, leave management and exit formalities.
- Involved in new employee joining documentation.
- Implement HR policies and grievance handling.
- Ensure to Open salary account foremployees.
- Arrangement of Meetings, reporting Minutes of the meeting.
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians).
- Organize and supervise office activities (recycling, renovations,

## | SKILLS

Microsoft word, Microsoft excel, Microsoft power point.

Team worker and excellent relationship management skills.

Capable to work with challenging environment.

Good data analysis with MS access and excel.

## | EDUCATION

### **Indira Gandhi Memorial High School**

Kolkata • 03/2011

### **H.S.C**

### **Haryana Vidya Mandir**

Kolkata • 03/2013

**S.S.C:** Associate of Science

### **Institute Of Advanced Management**

Kolkata

### **B.Com**

### **Edinburgh Napier University**

**Bachelor of Arts:** Hospitality Management

### **Bharatiar University**

Coimbatore

**Bachelor of Science:** Hotel Management

### **Institute Of Advance Management**

**Diploma:** Hotel Management

event planning etc.).

- Scheduling Meetings and events.
- Food arrangements for employees.
- Arranging Rewards and Recognition events.
- Arranging CRS activities and get together with employees.
- Creating ID Cards, Access Cards, Biometrics for employees.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Planned and executed events for employees and clients, including managing logistics, budgeting and vendor relations.
- Maintained protocol throughout routine work days and special events.
- Scheduled appointments and meetings, organized materials and prepared rooms.

#### **Tele Signals - Senior Executive**

Kolkata, West Bengal • 01/2019 - 05/2019

- Managed administrative functions, including complex calendar management with focus on proper allocation of executive availability.
- Represented executive by attending meetings in executive's absence.
- Compiled and analyzed sales and marketing reports for marketing executives and provided executive summaries.

#### **NTC Department Art Of Living International Centre - Executive and International Coordinator**

Bangalore, Karnataka • 03/2017 - 08/2018

- Managed high priority projects and kept everything confidential.
- Managed office operations and delegate tasks to administrative assistants.
- Organized group meetings and seminars.
- Written all routine executive office correspondence.
- Maintained files and contact lists on HOD mobile devices.
- Initiated a travel expenses filing system with Excelspreadsheets.
- Made travel arrangements for HOD and updated him on changing schedules.
- Answered incoming calls and properly routed them according to office procedure.
- Updated office stationery as per requirements.
- Maintained calendar of HOD.
- Planned events for office colleagues.
- Managed and organized internal communication to hold staff accountable to priorities.
- Delegated assignments based on site plans, project needs and knowledge of individual team members.
- Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.

#### **| ACADEMIC PROJECTS/ INTERNSHIP**

- 6 months Industrial Training in hotel Dusit Devarana, New Delhi.
- 6 months Training in hotel The Rosseate, New Delhi

- Video editing and graphics for television and internet.

## | ADDITIONAL INFORMATION

### **Achievements:**

- 2nd Runner up out of 52 Participants for the Star Student of the Year in College.
- Participated in an event name 'Khaddiutsav'; in the year 2014, 2015 and 2016 respectively.
- Stood second in Dance in School.
- Participated in Sports.

### **Hobbies:**

- Dancing
- Travelling
- Cooking
- Painting

### **Interests:**

- Love exploring new cafes and restaurants.
- Took bakery classes.
- Learned decoupage.
- Love playing cricket and football and used to play in school days.
- Love exploring new things.
- Good at dancing.

## | LANGUAGES KNOWN

- English
- Hindi
- Rajasthani
- Bengali

## | PERSONAL DETAILS

Date of Birth: 7th Dec. 1993

Father's Name: Mr. Narendra Agarwal

Mother's Name: Mrs. Shashi Agarwal

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