



RESUME

Geeta

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9871667828

SRB – 96A, Shipra Riviera,
Gyankhand -III, Indirapuram
Ghaziabad – 201014 U.P

WORK EXPERIENCE: 18+ Years

Current Organization : Amity University
Tenure : May'12 – Till Date
Designation : Executive Assistant
Location : Noida, U.P.

JOB RESPONSIBILITIES:

- Provide support in preparing tenders and uploading tenders.
- Provide support in execution of Corporate & Banking Sector's training like Union Bank of India, Syndicate Bank, SBI, BSF Power Grid, Oil India Limited, ONGC etc.
- Coordinate with various departments and faculty for training/workshops
- Prepare Invoices & monitor Bills and Payments
- Maintain attendance record of Department.
- Handle all paperwork, dictation and transcription.
- Maintain routine correspondence.
- Maintain Files & Financial Records, monitor incoming and outgoing e-mails
- Handling phone calls and any other work assigned by the Competent Authority.

EMPLOYMENT HISTORY

I. Organization : **National Board of Accreditation (NBA)**
An Autonomous Body of All India Council for Technical Education (AICTE)

Tenure : **March'11 – May'12**

Designation : Stenographer

Location : Lodi Road, New Delhi

JOB RESPONSIBILITIES:

- Handled all incoming and outgoing correspondence
- Handled all the work related to papers like opening files, taking dictation and transcription.
- Handled phone calls and any other work assigned by the Competent Authority

II. Organization	: All India Council for Technical Education
Tenure	: February'10 – March 2011
Designation	: DEO /Assistant
Location	: Connaught Place, New Delhi

JOB RESPONSIBILITIES:

- Handled all incoming and outgoing correspondence
- Handled all the work related to paper work like opening files, taking dictation and transcription.
- Handled phone calls and any other work assigned by the Competent Authority

III. Organization	: Macmillan Publishing Solutions Ltd.
Tenure	: Aug. 2000 – Sept. 2008.
Designation	: Group Leader
Location	: Okhla

JOB RESPONSIBILITIES:

Vertical projects Keying, MSP Creation (Word Files Creation from Application, PDF, OCRing, Keying, Scanned Material),

Editing Projects and PDF editing project thru PitStop plug-in and Vertical Archive Projects Submission to client per client requirements.

PDF/Quark/InDesign to MS-Word conversion work for most of the publisher like. (Pearson, Cengage, McGraw Hill, Wiley, Bedford Martins and others publishers) & XID (XML to InDesign) process for Pearson

IV. Organization	: Innodata India Pvt. Ltd.
Tenure	: Sept. 1999 – Aug. 2000.
Designation	: Data Processor
Location	: Noida

JOB RESPONSIBILITIES:

- Worked as a Data Processor and done all types of coding (SGML, XML and HTML), Pre-editing, Abstract Extraction, Reference editing and marking especially Science and Math's/Physics Books

STRENGTHS:

- Honesty
- Patience
- Sincerity
- Hard working

EDUCATIONAL BACKGROUND:

Level : MBA in HR
Name of University : Sikkim and Manipal University.
Location : Noida.

Level : B. A (Pass).
Name of University : Delhi University.

PROFESSIONAL QUALIFICATION

Level : Data Entry Operator Course
Name of Institution : Industrial Training Institute.
Location : Delhi.

Technical and Specialized Skills : Operating Tools : MS-Word, Excel, PowerPoint, Adobe Acrobat, Quark, Adobe Photoshop, Mathtype.

Knowledge of Shorthand (E) and Typing (E)

PERSONAL PARTICULARS

Husband's Name : Nagesh Bhatt
Date of Birth : 23rd June 1977
Marital Status : Married
Gender : Female
Languages : English & Hindi.

Date:

Place: **(Geeta)**