

SUSHIL KUMAR CHAUDHARY

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Objective

To obtain a position of Secretary cum stenographer in a well established organization where I can work in competitive and challenging environment, so as to contribute to best of my ability towards the growth of the organization

Experience

1/08/2021 - **Rural Electrification Company (under Ministry of Power)**

1/04/2022 Executive Assistant cum Stenographer

Taking Dictations

Prepare Meeting Notice

Maintain file records

Draft letters and paragraphs

Typing Documents and miscellaneous work

01/05/2022 -

Ansal Housing Limited

15/01/2023 Secretary cum Stenographer

Check cause list and case status

Taking dictations

Follow ups with advocates regarding different cases

Tracking next date of hearing and update diary

Typing documents & formatting letters plaint affidavit

16/01/2023 - till

Subramaniam and Associates

date Secretary

taking dictations

Check cause list and case status

Maintain file records

Filing TM-A, TM-PTM-M and others forms

Invoking

Filling Examination Report and written statement.

Checking mails

Education

2018 **Shyam Lal College (University of Delhi)**

B.A

61.47%

2015 **S.R.S.D Sen. Sec. School**

12th

69 %

2013

S.R.S.D Sen. Sec. School

10th

58.9 %

Skills

English shorthand @ 90 wpm

Typing @45 wpm

MS Word Ms Excel

Reference

Manohar Jha - Ministry of External Affairs

Personal Secretary

9555477785