



ANJALI DUTTA

Administration Specialist

My Contact

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☎ 9315519129

📍 Tilak Nagar- New Delhi

Hard Skill

- Problem Solving-Expert
- Multi-tasking -Expert
- Negotiation-Expert
- Customer Service-Expert
- Time Management-Expert
- Event Planning and Coordination-Expert

Soft Skill

- Observation
- Meeting-coordination
- Adaptability
- Multi-tasking
- Problem Solving

Education Background

- Ignou University
Post graduation
Present
- Delhi University
Graduation in bachelor of Arts

Completed in 2021

About Me

A passionate administration executive and Marketing communications with over 3+ years of experience and counting with an Italian brand also worked with an IT company. As an administration profile, goals to be perceived as an expert Administration Executive who has immense passion for this role and industry.

Professional Experience

SR.ADMINISTRATION EXECUTIVE SIRCA PAINTS INDIA LTD 2021 – Present

Key responsibilities:

- Oversee end-to-end facility and administration with supporting the whole team members for smooth & Efficient
- Format information for internal and external communication
- Monitored budgets and expenses to ensure compliance to organizational policies.
- Administration support to the senior Leadership at including calendar management scheduling.
- Organizing and program managing all-hands sessions, annual kick-offs, town hall meetings.
- Provide Admin support with respect to Housekeeping, Pantry/Canteen services, Transportation and other consumables. Make travel and accommodation arrangements
- Monitor office supply levels : reorder when appropriate
- Oversee the entire administrative functions including procurement.
- Monitor Vendors performance to ensure high quality service deliverables, within defined timelines manage Invoice and payments.

EXECUTIVE ADMIN SPHINX WORLD BIZ LTD|2019–2020

- Key responsibilities:
- A leadership role in handling all queries/grievances of Employees.
- Assistant and supporting management
- Coordinate with regional offices
- Checking & Approval of invoices for further processing
- Arrangement for monthly meetings.
- Quotations