CURRICULUM-VITAE



Kalpana Bhatnagar

Steno / Executive Secretary

Noida – NCR, India

kalpanamanishb@gmail.com

+91-9910154806

OBJECTIVE

I am a reliable professional with experience in Office Management. Being a part of industry as well as academia, I have a proven history of quality assurance, work handling and successfully working with cross-functional teams.

ACHIEVEMENTS

I have been awarded with the "Best Performance Award for Secretarial works" by Hindustan Prefab Limited (A Govt. of India Enterprise), Jangpura, New Delhi – 110 014 on the occasion of 15th August, 2010

WORK EXPERIENCE

1. Working as an Office Assistant (Contract) at **Jaypee Institute of Information Technology, Noida, UP** since May 2024. **Work assigned** - Evaluation of applications for BBA & BCA Prog for admission, attending queries for admission, processing employees benefit schemes, coordinating in examinations, other works as assigned by the Registrar.

2. Worked as an Executive Secretary with **Mayor Sports Pvt. Ltd, Noida, UP** from Oct, 2022 till April, 2024. **Work assigned** - Taking care of all correspondences (national / international), emailing, arranging export / import shipments, organizing events, minutes of meeting preparation, calendar management, tour arrangements, handled queries, preparation of quotations, kept confidential information, fixing appointments etc.

3. Worked as Stenographer / Personal Secretary with **Hindustan Prefab Limited, Jangpura, New Delhi** from March 2009 till April 2022. **Work assigned** - holding the post of stenographer and also attended DGM (HQ) & CVO as Private Secretary, MoM preparation, E-Tendering, handled tender section of HPL's website, noting / drafting, making presentation, fixing appointments, preparation of EOIs & Tender Documents, arranging tours, hotel bookings.

4. Worked as an Asstt. Office Administrator with **Marketing Masters, New Delhi** from Jan 2003 till Feb 2006. **Work assigned –** the company was doing marketing for Nestle's different products. I was responsible for making monthly reports, monthly appraisal, revising itenaries of QC's on monthly basis, preparation of daily report, handled Coffee van operation of Nestle in Delhi and Jaipur, collection of reports from respective TL's and sending these reports to the concerned officer, preparation of presentations for new project.

PROFESSIONAL SKILLS

- **Package** – MS Office, Chrome.
- **Operating Systems** – Windows

ACADEMIC / PROFESSION BACKGROUND

Degree / Qualification	University	Institute / College	Percentage Obtained
MBA (HR)	SMU	TAHE, Ghaziabad	57%
MA (Economics)	CCS University	MMH College, Ghaziabad	52%
BA (Pass)	Delhi University	Zakir Hussain College	48%
Certificate Course in Secretarial Practice (01 yr)	DUWA	Delhi University women's Assoc.	78%
Web Designing	Pvt. Inst.	Infotech Academy	'A' grade

REFERENCES

1.	Mr. A.K. Gaur	:	Ex-DGM / Vigilance Officer Hindustan Prefab Limited Email: gaurhpl@gmail.com
2.	Mr. Rajeev Chauhan	:	Coordinator JIIT, Noida Email: rajeev.chauhan@mail..jiit.ac.in

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief.

Date**:** **(Kalpana Bhatnagar)**