

## PERSONAL DETAILS

**Name** Vatsi Vats  
**Father Name** Mr.Umesh Vats  
**Email Id** vatsivats13@gmail.com  
**Contact No** 8802516581  
**Address** Gaur city 1, Noida Extension  
**Date of Birth** 16/04/1989  
**Gender** Female  
**Nationality** Indian  
**Marital Status** Unmarried  
**Language Known** ~English



## CAREER OBJECTIVE

- 1.)To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- 2.)To secure employment with a reputable company, where I can utilize my skills and business studies background to maximum.
- 3.)Seeking an entry-level position to begin my career in a high-level professional environment.

## EDUCATION

| Degree/Course | Institute/College | Percentage/CGPA | Year of Passing |
|---------------|-------------------|-----------------|-----------------|
| M.A           | C.C.S .University | 62%             | 2011 - 2013     |

## ACHIEVEMENTS

~Got first prize in academics

## SKILLS

- ~Screening Resume
- ~Filling under different heads
- ~Marking the attendance
- ~Keeping records of all the data maintaining
- ~Taking care of stationary
- ~Taking care of petty cash
- ~To monitor tge pantry Items and ordering them on time
- ~Responsible for office premises deadlines
- ~Checking the couriee and ditribute them to concerned departments.
- ~Checking the E-mails and replying them accordingly
- ~Intimation of dispatch of material to concern company.
- ~Attending phone calls , If required
- ~Taking care of filling the docs.
- ~Co-ordinate with HR department for interview.
- ~Head-Hunting the candidate

Software Exposure:-

MS Office  
Excel  
E-Mail  
Internet

## HOBBIES

- ~Reading Books
- ~Dancing

## EXPERIENCE

| Job Title           | Company Name                         | City/Country Na... | Start Date | End Date |
|---------------------|--------------------------------------|--------------------|------------|----------|
| Office-Co-ordinator | M/S Sushima Pharmaceuticals Pvt.Ltd. | Delhi,India        | 2012       | 2021     |

## REFERENCE

**Name** Nihalika  
**Organization** Pioneer Venture  
**Phone No** 9272014837  
**City** Noida