

## CURRICULAM VITAE

**Nirmala Raghav**

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### ➤ OBJECTIVE :

My aim is to serve the Company with the best of my ability, sincerity and efficiency and to gain more and more knowledge and experience.

### ➤ PERSONAL TRAITS :

Confident, have a friendly disposition, I believe I have a strong trait of hard work, leadership, learning ability, adaptability and endurance.

### ➤ PROFESSIONAL QUALIFICATION :

- ❖ Three years course in "Office Management & Secretarial Practice" from "College of Vocational Studies" (Delhi University)
- ❖ One year Computer Diploma from N.I.I.T., New Delhi
- ❖ One year course of English Shorthand & Typing from Commercial College, N. D.

### ➤ EDUCATIONAL QUALIFICATION:

- ❖ Post Graduation (Diploma) from Annamalai University in Personnel Management & Industrial Relations
- ❖ B.A. (Pass) from College of Vocational Studies, Delhi University (With Commerce and office Management & Secretarial Practice)
- 10<sup>th</sup> 12<sup>th</sup> from C.B.S.E. (Delhi)

### ➤ CAREER REVIEW

Total Experience: ~10 Years

### ➤ WORKING EXPERIENCE:

Unitech Ltd.

**PERIOD** : Dec. 2009 to ~~the end of~~ <sup>Sept</sup> 2014

**DESIGNATION:** Executive Secretary to Managing Directors



**JOB PROFILE:**

- (i) Handling all office administration & public relations
- (ii) Maintenance of records, files, equipment etc.
- (iii) Handling daily correspondence, fax, emails, phone calls etc.
- (iv) Arranging meetings, travel & other activities relating to office administration
- (v) Handling accounts

**Indian Institute of Technology, Delhi**

**PERIOD** : May 2005 to Nov.2009

**DESIGNATION:** Personal Assistant

**JOB PROFILE:**

- (i) Handled all office administration, public relations, stenography & secretarial work
- (ii) Maintenance of records, files, equipment etc.
- (iii) Handled daily correspondence, fax, emails, phone calls etc.
- (iv) Arranged meetings, travel & other activities relating to students
- (v) Handled accounts

**Indian Institute of Technology, Delhi**

**PERIOD:** June 2001 to April 2005

- (i) Worked as Personal Assistant to Prof. P.L. Dhar, Former Head, And National Resource Centre for Value Education, IIT Delhi and Chairman, Core Group of Revamping of Jamanalal Bajaj Central Research Institute, Wardha, Project.
- (ii) Assisted in Secretarial Work to Chairman of Standing Committee on Infrastructure & Manpower Development of Revamping of Jamanalal Bajaj Central Research Institute, Wardha, Project.

Besides above-mentioned work also done Secretarial work for all project coordination.

**DESIGNATION:** Project Assistant

**JOB PROFILE:**

- (i) Arranged meeting, seminars, workshops and travel
- (ii) Handled all office administration, public relations, stenography & secretarial work
- (iii) Maintenance of records, files, equipment etc.
- (iv) Handled daily correspondence, fax, emails, phone calls etc.
- (v) Handled accounts



**Safe System Pvt. (India) Ltd., New Delhi**

**PERIOD** : February 1997 to May 2001

**DESIGNATION** : Office Executive

**JOB PROFILES:** Arranged meetings, travels, office administration, stenography, secretarial work and public relations

➤ **COMPUTER SKILLS :**

In depth knowledge of Computers Ms Office, Internet, Email, Unix & C++

Excellent in :

- Making Presentations on PowerPoint
- Searching relevant data on Internet
- Making Reports in a presentable format
- Drawing different types of Diagrams
- Arranging Data in a coordinated manner

➤ **STENOGRAPHY & TYPING SPEED :**

English Stenography : 120 W.P.M.

English Typing : 60 W.P.M.

➤ **TRAINING :**

(i) Office Administrative Training: College of Vocational Studies, Delhi University in the office works for the period of one month.

(ii) Leap office software training in Indian Institute of Technology, Delhi

➤ **PERSONAL INFORMATION :**

Marital Status : Married  
D.O.B. : 2<sup>nd</sup> August 1976  
Language : Hindi & English

(Nirmala)



Dear Sir,

I would like to express my interest in COVID impacted Women Help Group Advertisement described on your Company's website.

I have ~~years~~ experience over the past 20 years as Executive Secretary, Personal Assistant, & Stenographer in very renowned Government and Private Sector.

I have very rich experience in Office-Management & Secretarial job profile. Moreover, I possess excellent communication, leadership and problem solving strengths.

For a greater presentation of career contribution and achievement, please see my enclosed resume.



My father-in-law has passed away on 15<sup>th</sup> April 2022 due to COVID-19 and he was the only bread earner for our family.

He was retired from Delhi Government and we completely depend upon his Pension. We do not have any other source of income except his Salary.

Now, that my father-in-law has passed away, I have to support my family and in doing so I have to find a good job.

I can be reached via email at nirmalnr@yahoo and mobile Mo 9999244339.

I hope you will understand my situation and help me get job.

I shall be highly thankful to you for your kind favours.

Thanks,

Yours sincerely,

Nirmala Raghu