



Swati Singh

Administrative Assistant

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.



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SKILLS

MS office

MS Excel

MS Word

Verbal and written communication

Organization

Efficiency

Professionalism

Record - keeping

Phone etiquette

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Dancing

Long walks

Listening to Music

WORK EXPERIENCE

Administrative Assistant Shiv Nadar University

10/2019 - 10/2021

Greater Noida, India

Achievements/Tasks

- Handling Admission cycles, recruitment of faculty & staff of the department.
- Performing administrative and clerical tasks efficiently (such as scanning or printing).
- Organizing seminars, meetings, appointments, and executive travel.
- Maintaining files and folders, expense summary of the department and record - keeping.
- Liaising with different departments as well as other universities.
- Preparing and editing letters, reports, and emails along with handling phone calls.

CERTIFICATES

Content Writing & Social Media Marketing at Greymeter Services Pvt. Ltd.
(12/2015 - 01/2016)

Industrial Training at NTPC (National Thermal Power Corporation), Dadri
(05/2015 - 06/2015)

PROJECTS

Major project: "Automatic baby walker"

- It is originated for disabled or working parents who face difficulties while looking after their baby. After tiresome work pushing the walker requires extra mechanical power where automatic baby walker avoid extra effort.

Mini project: "Sensor based Solar Car (Clap Monster)"

- A sensor based model named clap monster, on clapping it starts moving while on other clap it stops moving.

EDUCATION

B.Tech - Electrical and Electronics Engineering KIET, Muradnagar Gzb

07/2012 - 07/2016

Ghaziabad, India

Courses

- Presented a seminar on "Wireless Transmission via Solar Power Satellite", 2015

ACHIEVEMENTS

Secured first position in Group Dance at institute level during final year in KIET
(03/2016)

Secured third position in 'InnoTech' Technical Paper Presentation 2014.

Participated in 'InnoTech' Project Presentation of Solar Car on 31st oct and 1st nov, 2014.

Participated in song competition at Dehradun on 23rd and 24th oct, 2009

Participated in 12th ICSQCC, Lucknow 2-5th Dec. 2009