

CURRICULUM VITAE

Vaishali Kanjwani

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Career Exposure

A career in industry, with an organization of ambition and repute. To work efficiently & effectively with a difference throughout to prove my worth to become a successful professional by conveying all the responsibilities given, with excellence.

Educational Qualification

1. **B.com Graduation** from **University of Kota, Regular** {Year-2018}
2. **High School (12th)** from **Board of Secondary Education, Rajasthan** {Year-2015}
3. **Intermediate (10th)** from **Board of Secondary Education, Rajasthan** {Year-2013}
4. **M.com Finance Complete**, **University of Kota** { Year – 2020}

Experience

Worked as Executive Assistant

Company Name :- Canon India Pvt. Ltd.

Duration :- July 2017 to till now

Job Profile

- Providing administrative support to the CEO, including handling communication across the organization.
- Acting as the administrative point of contact between the CEO and various joint venture partners and service providers
- Liaising between the Heads of the departments and the CEO
- Maintaining the executive's schedule, meetings, conference, and business travels (as needed) efficiently and effectively; Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Providing accurate references for the CEO by recording, maintaining, and securing detailed discussion notes.
- Overseeing and tracking special projects spearheaded by the CEO and producing reports and updates as needed
- Completes a variety of tasks for the CEO
- Prioritizes and follows up on issues and concerns addressed to the CEO which includes (but are not limited to) those of a sensitive or confidential nature.
- Documents incoming or proposed special projects of the CEO.
- Manages and coordinates executive communications, responding to emails, drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Handles documents by analyzing, reviewing and recommending revisions, as necessary.
- Works closely and effectively with the CEO to keep well informed of upcoming commitments and responsibilities, following up appropriately.

Computer Knowledge

- Proficient in computers with specialized skills in Operating Systems like – MSOffice,
- Packages- Rs-Cit , Tally
- Internet- Can work efficiently
- Online offline both softwaremanage
- Ms – Excel, VBA, Power BI
- Software used – outlook, QuickBooks, Microsoft 365, SQL, NetSuite Administrator, Zoho, Share Point, Citrix

Summary of Skills

- Proactive, Focused with determination
- Ability to maintain good inter-personalrelations
- Excellent motivational skill with ability to co-ordinate efficiently
- Keen to learn, able to easily grasp and implement new ideas & concepts
- Ability to adopt and adapt to grow upwards and onwards
- Willing to learn and innovative things

Personal Information

Father's name	:	Mr Manoj Kanjwani
Date of birth	:	06 th .Dec. 1997
Languages known	:	English & Hindi & regional Language
Marital status	:	Single
Permanent address	:	H.NO. 6-F-32 Vigyan Nagar Kota, (Raj.) 324005

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :

Date :

Signature
(Vaishali Kanjwani)