

# ANKITA CHATURVEDI

C-2505 JM Florence Greater Noida-201306

Ph: +91-9599914488; Email:happyankita.sharma@gmail.com

---

Excelling as a professional in a growth oriented and reputed organization that utilizes my expertise to the optimum possible and provides opportunities to achieve both personal and professional goals.

---

## PROFILE

- Academically and professionally competent; MBA from **UPTU**; possess thorough academic exposure across the domains of.
  - Dedicated individual, determined to add value to the organization through my professional and academic skills.
  - Highly motivated, positive and goal-oriented, with a high degree of flexibility, resourcefulness and commitment to work.
  - Focused, hardworking, self-motivated with sound analytical, quantitative and decision-making ability with a strong business acumen and co-ordination skills.
  - Strong problem solving & analytical skills with flexibility, resourcefulness & proven ability to work as part of a diverse team. Vibrant, energetic and focused with a high degree of versatility, creativity, commitment and optimism.
  - Good communication skills, verbal as well as written coupled with exceptional presentation skills with the ability to perform above expectations.
- 

## ACADEMIC & PROFESSIONAL CREDENTIALS

**B.Ed., 2022, CCSU**

**MBA, 2015, UPTU**

**B.Com, 2012, Dr. Bhim Rao University**

**Diploma in Management, 2007, Lucknow University**

**12th, 2003, CBSE board**

**10th, 2001, CBSE board**

---

## Computer Skills

- Diploma in Basic Computer Programme & Accounting.

SR. No.	Skills	Details about courses
1	Operating system	Windows 98, windows 2000, me, XP, 2007 and Office organizer.
2	Fundamentals	M.S. Word, M.S. Excel, M.S. Power Point
3	Others	Internet (mail sending, file attachment, etc.)

---

## **PROFESSIONAL EXPERIENCE**

### **GLA UNIVERSITY**

**MARCH 2015-2018**

#### **DEPUTY MANAGER-CORPORATE RELATION**

##### **AREA OF RESPONSIBILITY**

- To look after the training and placement activities of students.
- To have close liaison with industry/corporates for placement of students.
- Arranging Industrial visit of students.
- To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.
- To work in consultation with Coordinator Industry-Institute Interaction for organizing lectures from the professionals from industry.
- To collect feedback from the companies coming for placement.
- Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.

### **GLA UNIVERSITY**

**APRIL 2009-FEBRUARY 2015**

#### **EXECUTIVE ASSISTANT -ADMINISTRATION**

##### **AREA OF RESPONSIBILITY**

- Act as the point of contact between the executives and internal/external members.
- Undertake the tasks of receiving calls, take messages and routing correspondence.
- Handle requests and queries appropriately.
- Maintain diary, arrange meetings and appointments and provide reminders.
- Make travel arrangements.
- Take dictation and minutes and accurately enter data.
- Monitor office supplies and research advantageous deals or suppliers.
- Produce reports, presentations and briefs.
- Develop and carry out an efficient documentation and filing system

---

## OTHER DETAILS

**Date of Birth:** 7th August 1986

**Father's name:** Shivkant Sharma

**Permanent Address:** 78, Matri Bagh, Dayal Bagh, Agra-5

**Language Proficiency:** English, Hindi

**Date-**

**Place-**

