




# Vijay Sharma

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## Contact

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60622 

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## Education

(May 2015)

**Bachelor Of Arts in History,**  
*Graduated magna cum laude*  
Delhi UNIVERSITY  
– Delhi

## Key Skills

Microsoft Office  
●●●●●○

Spanish and English  
●●●●●●

Web and tech savvy  
●●●●●○

Typing speed of 70 WPM  
●●●●●○

Problem solving  
●●●●●●

Team leadership  
●●●●●○

## Awards

(May 2022)

AWARD TITLE / Brand

## Profile

Junior Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel.

Looking to leverage my knowledge and experience into a role as Project Manager.

## Professional Experience

### ADMINISTRATIVE ASSISTANT

REDFORD & SONS – Jaipur, Raj

SEP 2020

– Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$5,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

### SECRETARY

BRIGHT SPOT LTD – Delhi

JUN 2017

– AUG 2020

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment
- Recorded, transcribed, and distributed minutes of meetings

### SECRETARY

SUNTRUST FINANCIAL – Gurugram

JUN 2015

– AUG 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings with clients on time