

ANUKOOL

Back Office Executive

9990947204



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SUMMARY

With 11 years as an Office Executive cum Billing Executive, I offer expertise in customer service, office management, and finance. Proficient in Tally ERP 9, Tally Prime, Excel, and Word, I've excelled in greeting visitors, handling calls, email management, and ensuring seamless office communication. My administrative prowess extends to courier management, travel arrangements, and supervising teams. I've maintained impeccable financial records, including invoices, purchase orders, and expense management. A commitment to punctuality and attendance underscores my reliability. I'm eager to leverage this experience to contribute to your organization's success.

PROFESSIONAL EXPERIENCE

04/2011 - 02/2012

Naraina Delhi

Housekeeping Supervisor

DTDC EXPRESS LTD

- Working as Housekeeping Supervisor with following Keys of Responsibility Area
 - Supervised and managed a team of housekeeping staff, ensuring optimal performance and productivity.
 - Oversaw the daily cleaning and maintenance operations to meet high cleanliness and hygiene standards.
 - Developed and maintained cleaning schedules, allocating tasks efficiently to ensure timely completion.
 - Trained new housekeeping employees on cleaning procedures, safety protocols, and customer service standards.
 - Managed inventory of cleaning supplies, placing orders in a timely manner to ensure smooth operations.
 - Addressed and resolved guest inquiries, requests, and concerns related to housekeeping services.
 - Conducted regular inspections to ensure compliance with established cleaning protocols and safety

02/2012 - Present

Paschim Vihar Delhi

Office Executive cum Billing Executive

COSMIC SYSTEM

- Working as Office Executive cum Billing Executive with following Keys of Responsibility Area
 - Greet Customers And Visitors
 - Answering Phone Calls And Transfer it to concern person
 - Sorting e Mail, Forwarding e Mail, Draft e Mails
 - Manage Couriers And Parcel
 - Travel Arrangements of Staff
 - Creating invoices / Purchase order / Delivery Notes / Packing Lists / E-way Bills
 - Supervision on Office Teams and Field Boys / Coordination with Delivery Vans)
 - Weekly sales & outstanding reports
 - Manage Office Supplies
 - Manage Online Forms
 - Working With Tally ERP 9, Tally Prime ,MS Excel & MS Word
 - Cashier (Petty Cash , Manage All Expenses of Company, Cash Receipt's Etc.)
 - Maintains Attendance

EDUCATION

2015 - 2018

Delhi, India

Master's of Political Science

Indira Gandhi National Open University

2011 - 2015

Delhi, India

Bachelor of Arts

School of Open Learning, Delhi University

Date period

Delhi, India

10th And 12th

Central Board Of Secondary Education

TECHNICAL SKILLS

Microsoft Excel	Microsoft Word	Microsoft PowerPoint	Tally Prime	Google Sheets	Tally Erp9	Internet Browsing
Mozilla Firefox	Google Docs	PicsArt	KineMaster	Canva	Google Search Console	Google Analytics
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