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| --- | --- |
| **House No- U3/22-D,** | |
| **Dhawalgiri Aptts.** | |
| **Sector-11,** |  |
| **Noida - 201301** |  |
| **91-9899071090** |  |
| **ran.gusain@gmail.com** | |

Dear Sir / Madam,

I enclose my resume for exploring the possibilities for employment with your organization. Please find enclosed my resume for your ready reference.

Thanking you,

Yours faithfully,

**Ranjana Gusain**

**Enclosure :**Resume

**CURRICULAM-VITAE**

**RANJANA GUSAIN**

**U-3,22-D, Dhawalgiri Apts.,**

**Sector – 11, Noida**

**Uttar Pradesh.**

**Contact No. (M) 9899071090**

***Job Objective:***

To attain a challenging position in an organization with repute to enhance my skills, knowledge and grow with growth of organization.

***Academic Credentials:***

* Master in Business Administration (MBA) with specialization in HR from Amity University (distance learning), Noida in 2011.
* Bachelor Degree in Library Information Science (B.Lib.Sc.) from Annamalai University in 2001 through distance learning.

* B.A (Pass) from Delhi University in 2000.

# Job Experience: Total 15 + yrs. of Exp.

1. **Resonance Energy Pvt. Ltd.** (24.10.2016 to Till Date)

Recently working as **Executive Assistant** to Director and providing all Assistance profile along with the following responsibilities:-

* Take dictations.
* Received & Check mails.
* Filing of all documents and correspondences.
* Handling routine mails and their replies.
* Preparing MOM
* Arranging Department Meetings.
* Typing all official Letters
* Maintaining records of leave attendance
* Record of old books & new arrival books
* Able to handle all liaising work e.g. scanning, photo copies, fax.

**Continued on 2 page…………………….**

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1. **Anand & Anand Law Firm** (15.07.2015 to 01.04.2016)

Served as a **Para Legal** to Legal Partner and providing all Secretarial job profile along with the following responsibilities:-

* Taking Dictations and typing letters.
* Maintaining Deadline date of list of cases.
* Making reply to client and their forward mail to foreign associates of cases.
* Making invoices regarding our services
* Making Form 18, POA, Form 3
* Filing of all documents and correspondences.
* Handling routine mails and their replies.
* Able to handle all liaising work e.g. scanning, photo copies, fax.

**(C) Jaiprakash Associates Ltd.** (14.01.2008 to 11.07.2015)

Served as **Stenographe**r to Jt President (Legal) and providing all secretarial assistance along with the following responsibilities:-

* Composing and making Replies, opening, editing and saving attachments, properly managing and updating Address Book etc.
* Making Travels arrangements (Rail/Air/Hotels).
* Able to handle independent correspondence.
* Filing of all documentations and correspondences.
* Handle routine mails/attachments independently.
* General File Management on computer as well as manual.
* Preparing different types of reports related to Legal cases.
* Net searching (Check Case Status of Writ Petition etc., Judgments & Orders).
* Arranging Department Meetings.
* Preparing TA Bills.
* Receiving and answering phone calls (Official, Business, Legal).

1. ***Amity University, (U.P.)*** – (11.10.06 to 13.01.08)

Served as **Stenographer** to GM (HRD) in HR Dept. and performed duties as per detail given below:-

* Maintain Employee records file.
* Maintaining every dak details from Internal Office.
* Preparing Employee Code in their software **“AMIZONE”.**
* Maintaining records of leave attendance etc.
* Take dictations.
* Received & Check mails.
* Maintain teaching & non-teaching list.
* Making appointment letters.

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**(D)** **Lakshmi Bai Batra College of Nursing** (01.01.2005 to 01.10.2006)

Served as **Office Executive cum Jr. Librarian** with Principal and providing various duties and takes lots of responsibilities as per details given below:-

* Maintained and issued student’s I-card.
* Typing letters/ Circulars/ Office Orders etc.
* Assists to Library Assistant for their day to-day work.
* Circulating Nursing books to students.
* Issued library cards.
* Record of old books & new arrival books.
* Making & updating list of books (Periodicals, annual magazines etc.).
* Give Accession numbers to new arrival books.
* Prepare Catalogue cards with classifications of all books.
* Making entry register for students and recording their attendance.

1. **Batra Hospital & Medical Research Centre (**27/09/1999 to 31/12/2004)

Served as **Stenographer** and performed in Dept.of Lab. Medicine with Consultants of Biochemist, Pathologist, Haematologist and Microbiologist. Done duties are given below:-

* Typing all Lab reports (Lipid Profile, LFT, Dengue serology, Malaria Parasite, Urine C/s Blood C/s, Hemogram, Widal test, Pap smear, Malignant reports etc.)Making discharge summary of the patients.
* Daily statistics of OPD & IPD patient’s status.
* Collecting blood samples & distribute to different labs.
* Maintaining list of resistant & sensitive antibody medicines.
* Arrange appointments of Medical Representative to Lab Consultants.
* Attending Phone calls.
* Billing of IPD patients from Lab.
* Attend visitors and render reports.

***Technical Qualification:***

* English Shorthand & Typing.
* Well versed with Ms-Word, Ms-Excel & Internet.
* 3 years Secretarial Course from “South Delhi Commercial College”

***Extra Curricular Activity:***

* Black Belt in Martial Art (Tae Kwon-Do).
* First Aid Course

***Strength:***

* Self Confident.
* Willingness to learn
* Able to work under pressure.
* Patience & Soft spoken
* Hardworking/ Responsible / Sincere

**Continued on 4 page…………………….**

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* Participation in Social cause like Blood Donation etc.
* I have a keen eye for detail.
* Music
* Sports

***Special Skills:***

* Have undertaken First Aid Course from Red Cross Society, Golf Link, New Delhi.

***Personal Details:-***

* Name **:** Ranjana Gusain
* Husband’s Name **:** Mr. Anil Gusain
* Date of Birth **:** 05/07/1979
* Marital Status **:** Married
* Permanent Address **:** U3,22-D, Dhawalgiri Apts.,

Sector-11, Noida-201 301.

* Nationality **:** Indian

**[Ranjana Gusain]**