

CURRICULUM VITAE

Priti Tripathi

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Gurgaon Haryana - 122001

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CARRIER OBJECTIVE:

To work in organization providing challenging task where I can use my skill and strength in conjunction with the objective and work sincerely with full commitment in accordance with the company's goal.

ACADEMIC QUALIFICATION:

S/ No.	Name of the Examination	Name of the Board/ University	Year of Passing
1	High School	M.P. Board	2014
2	Intermediate	M.P. Board	2016
3	B.Sc	APS University, Rewa M.P.	2019

Computer/Diploma Skill:

- **DCA:** Done from MMY University, Rewey (M.P.)
- **MS Office:** Knowledge of MS Excel, MS Word, Power Point, Internet & Basics Tally ,Accounts.

WORK EXPERIENCE:

- Currently working with DLF (Visitor Management Executive) at Cyber City Gurgaon, Haryana, From May 2019 to Till Now.

SKILLS & PROFICIENCY

- **Multi-Talented:** Strong Management Abilities Able to perform secretarial ,assistant and office management duties.
- **Friendly and welcoming:** possessing strong social skills and a great repertoire with management ,clients and visitors alike.
- **Goal- oriented:** internalize organizational goals and apply best practices to assist in attaining those.

JOB RESPONSIBILITY

- Schedule 60+ monthly visitorand managed meeting set-up .
- Provide top-level service to all visitors, ensuring the y were inform meeting times.
- Help keep organization safe and secure with vigilance towards external communication and interaction.
- Provided professional reception service and managed front waiting room ,ensuring clients were comfortable before meetings.

PERSONAL DETAILS:

Name	:	Preeti Tripathi
Date of Birth	:	07/05/2000
Nationality	:	Indian
Father's Name	:	Mr. Rajesh Tripathi
Language	:	Hindi & English
Sex	:	Female
Marital Status	:	Unmarried

KEY STRENGTHS:

Loyal to Work & Word
Hard Working

INTRESTED HOBBIES

Listening Music
Inspiring Thoughts Reading
Dancing

SALARY

Negotiable

I hereby declare that the above information is true to the best of my knowledge & belief.

Place -Gurgaon
Date -

(Priti Tripathi)

