**H. No. 741 (First Foor), Mob : 9911465100,**

**Sec – 5, : 8851969130**

**Gurgaon – 122001**

### Bandhna Gupta Email:bandhna.gupta@gmail.com

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**Objective**

**To grow in competitive atmosphere with devotion to organization objectives and ethos. Also to ensure that the customers adhere to the company by providing good services and maintaining high professional standards.**

**Work Experience**

* **Worked with Kanavu Play School & Day Care, Sector 4, Gurgaon as Day Care Incharge From April’15 to April’17.**
* **Worked in Jabong.com as a Front Desk Office Operator, part of Admin Team as well from May, 2017 to 31st Dec, 2019.**
* **Working in Netscribes.com as an associate from Jan, 2021 to till date.**

##### Professional Qualification

**Master in Computer Application from “SSDWIT” Bathinda in july 2007 , Punjabi University, Patiala .**

###### Academic Qualification

**Bachelor in Computer Application from “ADCW” Sangrur in April 2004, Punjabi**

**University, Patiala.**

##### Skills

* **Greet and welcome guests in person and on phone; answer and direct inquiries to designated departments.**
* **Maintain Manager’s calenders by planning and scheduling meetings.**
* **Manage Front Office reception area by cleaning and organizing desk and visitor Lobby.**
* **Filed and Maintain records.**
* **Works closely with other employees to provide administrative support.**
* **Multi-Tasking ability while being efficient and organized in daily operations.**

##### Strengths

**A Person with pleasing personality, positive attitude, ambitious & laborious, Strive to achieve the desire goal.**

##### Hobbies & Interests

**Hobbies: - Internet Browsing & Listening Music.**

**Interests: - Painting & Learning new things & Making Friends.**

##### Personal Profile

**Husband's Name - Mr. Sanjay Gupta**

**Date of Birth - 28th January, 1984**

**Gender - Female**

**Marital Status - Married**

**Nationality - Indian**

**Language Known - Hindi, English & Punjabi**

**Date:**

**Place: Gurgaon (BANDHNA GUPTA)**