ANAND KUMAR



13 Years 5 Months (approx.)

(+91) 9717881513

anandk.svsu@gmail.com

Profile Summary

A dedicated and efficient Clerk cum DEO with over 13 years of experience in supporting executives and office staff in daily operations. Highly skilled in managing calendars, coordinating meetings and handling communications. Adept in maintaining accurate records, preparing reports, and ensuring seamless workflow within the office. Proficient in Microsoft Office. Known for exceptional organizational skills, attention to detail, and the ability to multitask in fast-paced environments. A reliable team player committed to supporting business operations and improving office productivity.

Key skills

- Administration
- MS Office
- Drafting
- Supervision
- Calendar Management
- Time Management
- Multitasking
- Confidentiality and Discretion
- Event Planning
- Email and Phone Etiquette
- Typing
- Record Keeping

Education

MBA/PGDM, 2019

Amity University, Noida, UP

B.Sc, 2012

Institute of Hotel Management, Ahmedabad

12th, 2009

K.V. BSF Chawla Camp, New Delhi

10th, 2007

Green View Public School, New Delhi

Personal Information

City	New
Country	INDIA

Work Experience

Aug 2020 - Present

Clerk cum DEO

Shri Vishwakarma Skill University, Dudhola, Palwal

Drafting letter, circular, notices, office order, memos, minutes of meeting etc., arranging official meeting (internal as well as external), file noting, initiating e-file, creating e-receipt, follow up and tracking, maintain record of faculty members, staff members and students, maintain records of dispatched and received of letters, office orders, circular, notices etc., store keeping, sending invitation mails, make internal and external official communication, leave record, assist in conducting trainings, workshop, FDP etc. for faculty and staff members.

Languages

- English
- Hindi

Mar 2019 - Mar 2020

Commis Chef

INOX Leisure Ltd, Nehru Place, New Delhi

Cooking food and plating it, ordering kitchen food supply, doing inventory, meeting with guests to ensure they like their food, maintain hygiene and cleaning.

Mar 2014 - Feb 2019

Admin and Housekeeping Executive

New Savitri Devi Public School, Vikas Nagar, New Delhi

Office management, record keeping, cleanliness and hygiene, housekeeping staff management, stock control.

Aug 2012 - Jan 2014

Commis II

THE ELS CLUB, Dubai Sports City, Dubai

Cooking food and plating it, ordering kitchen food supply, doing inventory, meeting with guests to ensure they like their food, maintain hygiene and cleaning.

Internship

4 Weeks

Industrial Training

ITC, Welcome Heritage Noor Us Sabah Palace Hotel, Bhopal (M.P.)

ACCOMPLISHMENTS

- Won the 1st prize in carving competition.
- Won the 1st prize in bulk kitchen competition.
- Associate of the month in THE ELS CLUB at Dubai Sports City.
- Star performer of Shri Vishwakarma Skill University given by Hon'ble Vice Chancellor, SVSU.
- Successfully completed Training Programme on e-Office (Sponsored by DoPT, GoI) from August 08-10, 2023 at HIPA, Gurugram.
- Certificate of Appreciation for exemplary performance and contribution in the Department in SVSU.
- Certificate of Appreciation for outstanding support during one-week Faculty Development Programme at SVSU.
- Successfully completed Training Programme on Emerging Technology in Governance (Sponsored by DoPT, GoI) from March 03-05, 2025.

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: **(Anand Kumar)**