**CURRICULAM VITAE OF NIVEDITA CHANDA** 

**M# 09811748140/9163388485**

**OBJECTIVE :**

Executive Assistant cum Officer-Retail over 12 years experience in Retail Division with MNC.New Delhi. Inter personal skills with efficiency. Maintain Communication skills, problem resolving abilities and a high level of confidentiality. I adapt to situations very fast in all practicality and a thorough performance oriented person by nature.

**EDUCATION :**

* Graduated with Economics, Rani Durgawati University, Jabalpur (M.P.)
* PG Diploma in Public Relations (distance education).
* Computer Course from NIIT (MS office)
* Office Management (secretarial) New Delhi and M.P.

**PREVIOUS WORK EXPERIENCE :**

1. **Company** : Common Wealth Games, New Delhi.

**Responsibilities**:

* Manage all executive level administrative tasks including scheduling meetings, conference and travel.
* Correspondence.
* Reports and presentations.
* Adeptly handle incoming communications and respond to internal requests for information on a timely basis.
* Record Management.

1. **Company** : Bata India Limited (period 1987-2002)

**Responsibilities**:

* To assist VP in his day to day functioning
* Manage all executive level tasks- scheduling meetings, conference, travelling.
* Process weekly-monthly reports.
* Handle sensitive and confidential information with discretion.
* Correspondence
* Greet visitors and handle their requests.
* Read and check incoming mails.
* Making agendas, itineraries.

**ON PROMOTION TRANSFERRED TO MERCHANDISING DIVISION.**

* To assist Manager-Merchandising.
* Handle process execution of assortment plannings distribution to different Retail Stores.
* Looking after bulk orders and institutional business.
* Handle customer’s complaint.
* To visit shops and Retail Distribution Centres as and when required to check the inventory and stock holding claims.

**PERSONAL DETAILS :**

* Name : Nivedita Chanda
* D/o : Late P K Chanda
* D.O.B. : 02.11.1966
* Marital Status : single
* Nationality : Indian (hindu) Bengali
* **Permanent Address** : Block B1/83, Sector-11

Faridabad (Haryana)

* **Present Address**  : “Sneha” K B Roy Gardens,

64, Garia Station Road, Kolkata-84

**Presently seeking an opportunity to work in Kolkata.**

(NIVEDITA CHANDA)

Kolkata

#9163388485 (kolkata )

# 09811748140 (Delhi)