

SEEMA MOURYA
Back office Executive
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Indore, MP

SUMMARY:

- To secure a challenging position in a reputable organization to expand my learning knowledge and skills
- A detail oriented and highly skilled in managing the things possesses rich experience of 2 year as Office Assistant.
- Proficient in managing the documents.
- Expert in prioritising the work.
- Excellence in providing comprehensive secretarial and administrative support to colleagues.

EDUCATION

- MCA Master of Computer Applications from Sanghvi Institute of Management and Science college 2021
- BCA Bachelor of Computer Applications from Swami Vivekanand College Barkatullah University, 2018

SKILLS:

- Tally + GST
- MS Excel
- HTML
- CSS
- JavaScript
- MS Office

PROFESSIONAL EXPERIENCE:

Millenium Infra Pvt Ltd (Real estate company), Indore
Back Office Executive

Apr 2023 to Present

- Customer Support: Handling customer inquiries, resolving issues, and providing excellent customer service, which may involve phone or email communication.
- Data Entry: Accurate and efficient data entry is a fundamental responsibility. Back office executives often need to input and manage data in various forms, such as customer information, financial records, and inventory data.
- Record Keeping: Maintaining organized and up-to-date records is essential. This may include filing physical documents or managing digital databases.
- Administrative Support: Providing administrative support to other departments and team members, such as scheduling appointments, coordinating meetings, and handling correspondence.
- Email and Communication Management: Managing emails, responding to inquiries, and ensuring timely communication with clients, customers, and colleagues.

New King Private Limited Construction Real Estate
Back Office Executive

Mar 2019 – Nov 2021

- Assist and support administrative staff in their day to day operations.
- Assist and coordinate with sales and marketing teams.
- Conduct marketing research, document and report to the marketing department.
- Support sales staff in handling and documenting customer accounts.
- Perform competitor product analysis and prepare reports.
- Prepare and reconcile customer balances.
- Correct discrepancies in customer account balances.
- Assist front office staff in maintaining the office premises clean and neat.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.