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|  |  | HADLEE VALENTINE JAMES  **PROFESSIONAL SUMMARY**  Experienced and driven as an Office Administrative with experience of advance diploma in computer applications. Proficient in Microsoft Office (Word, Excel, PowerPoint) and managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and events. Thrive within detail-oriented, deadline-driven environments. Regularly acknowledged by leadership for timeliness and attention to detail.  **WORK EXPERIENCE**  14/07/2022 – 29/09/2022   * Worked as an Office Assistant in Father Leblond School, Siliguri.   06/08/2018 to 30/06/2021   * Worked as an Office Administrative at Universal Petro Chemicals Limited from 26.08.2018 to 30.06.2021 * Proficient in Microsoft Office (Word, Excel, PowerPoint) * Managing, arranging, and coordinating executive calendars, travel, contacts. * Handling incoming calls and other communications. * Managing filing system. * Updating paperwork, maintaining documents and word Processing. * Helping organize and maintain office common areas. * Organizing travel by booking accommodations and reservation needs as required.   + 1 year worked as an office assistant in NEOME Animation Institute.   + 6 months in St. Thomas nursery school as an office Administrative.   **EDUCATION**   * Bachelor Degree In English Honours , Indira Gandhi National Open University * Class 12, National Institute of Open Schooling * Class 10, National Institute of Open Schooling   **ADDITIONAL COURSE**   * Advance Diploma in Computer Application * Pursuing Advance Diploma in Financial Accounting System   **ADDITIONAL SKILLS**  Microsoft Office package: Microsoft Word, Excel, Power Point  Adobe Photoshop.  **PERSONAL DETAILS**  Date of Birth : 21st  December 1988  Father's Name : Late Desmond James  Religion : Christian (Roman Catholic)  Mother Tongue : English  Nationality : Indian  **LANGUAGES KNOWN**   * English * Hindi * Bengali   **CONTACT**  **Permanent Address:**  Holding No 168\4 Ward No 29 Sonamukhi,  Jholi ,Kharagpur.  Pin:721306  **Present Address:**  Maya Apartment  Hathkola More  Barasat, Kolkata  Pin: 700126  **Phone No:**  9609084081  **Email:**  hadlee.james@gmail.com |