

Rini Kumari

Adaptable and quick to learn, with the ability to multitask effectively in dynamic environments.

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EXPERIENCE

dEUGRO PROJECTS INDIA PVT. LTD., Delhi — ADMIN EXECUTIVE

JAN 2023 - PRESENT

- Maintaining office systems.
- Oversee the day to day functioning of the office that administrative process.
- Managing supplies stock and place order.
- Maintaining accurate records and databases.
- The ability to manage multiple tasks and priorities effectively is essential.
- Proficiency in using office software, databases, and other relevant tools.
- Excellent verbal and written communication skills are crucial.
- The ability to prioritize tasks and meet deadlines.
- Maintaining accurate records and databases. assisting with expense reports, invoices, and other financial tasks.
- travel arrangements of office staff.
- Serve as a branch point of contact for QHSES matters.
- Coordinate and consult local implementation of QHSES corporate initiatives.
- Handle subcontractor due diligence process.
- Conduct meetings, events and training, subjects as and when required.
- Support the branch to achieve the annual qhses objectives .
- Follow up on audit finding and close out.
- Prepare the branch and operation team for ISO and Clients audits.

ANUPAM ROYAL, Delhi — Front office Executive

JAN 2017 - DEC 2022

- Greeting welcoming and professional Clients.
- Handling incoming calls, taking messages, and directing calls to the appropriate personnel.
- Ensuring accurate and up-to-date records.
- Visitor entry in register and google sheet.
- Working smooth communication and collaboration with teams and clients.
- Ensuring equipment is functioning properly and coordinating with maintenance staff when needed.

ACHIEVEMENT

- I got my branch's ISO internal audit done in 2023.
- An event was organized to celebrate the completion of 100 years of the company in 2024.
- I got my branch's ISO external audit done in 2025.

SKILLS

- Time Management.
- Complex problem Solving.
- Vendor sourcing and negotiation.
- Flexible thinker.
- Quality control and analysis.
- Environmental sustainability.
- Communication skills.
- Organizational skills.
- Multitasking.

EXTRACURRICULAR ACTIVITIES

- Basic and Advance certificate done in Health Safety & Environment form Udemy.
- ISO 45001, 9001 and 14001 Occupational Health & safety management Certificate form Udemy.
- Fire training certificate.

EDUCATION

SOL, Delhi University, Delhi — Bachelor of Arts.

June 2012 - SEP 2017

S.K.V School, Sagar pur, New Delhi — *XIIth*

April 2011 - May 2012

LANGUAGES

English, Hindi

PERSONAL INFORMATION

- Marital Status - Married
- Husband Name - Mr. Nitesh Kumar Singh
- Nationality - Indian
- Date of Birth - 15th May 1995
- Hobbies - Listening to podcasts and stories of influential people in the world.