



Aishwarya Arora

Office Assistant &
Receptionist

PROFILE SUMMARY

Office Assistant administrator, Office secretary, Admin cum Hr, Assistant of Ceo

EDUCATION

2001 B.A
**Khalsa College for Women,
Ludhiana**

WORK EXPERIENCE

Sep 2008 - Present
**Office Assistant & Receptionist
Freelancer**
Office Assistant administrator, computer knowledge, office management, handling work independently

Apr 2025 - Jun 2025
**Receptionist Cum PRO
Diagnostic Cum Wellness Centre**
Receptionist cum PRO, Promotion Handling, Patients etc all coordination

Mar 2017 - Apr 2022
**Production Head, Creative Assistant
Freelancer**
As Creative Assistant, and also Production Head work i did at Entertainment Industry.

Sep 2008 - Mar 2015
**Administration Manager
Aditi Sweets Trading Company**
office assistant administrator

Projects

730 Days
Admin
FMCG Import Export

PERSONAL INFORMATION

Email
aishwaryaaroraofficial@gmail.com

Mobile
(+91) 8591976087

Total work experience
10 Years 0 Month

KEY SKILLS

Administration Management

Computer Skills

Office Management

Office Administration

Records Management

Petty Cash Management

Office Skills

OTHER PERSONAL DETAILS

City Mumbai, Maharashtra

Country INDIA

LANGUAGES

- Hindi
- English