



Rugma M
Team Assistant

Work Profile at HSTP

- Arranging Travel Tickets and forms- assisting initial travel requests.
- Preliminary Verification of Travel and Other Claims.
- Preparing and Maintaining the Catalogue of technical literature, books and publications.
- Maintaining Stationery Inventory and reporting to supervisor for reordering.
- Maintaining Pantry Inventory and reporting to supervisor for recoupment.
- Employee status log every morning.
- Assisting the Technical Team in Administrative work.
- Monitoring and Supervising the House Keeping Staff.
- Possible assistance to Accounts Team
- Facilitating visitors and front office.
- Maintaining proper Files and Records.

Key Achievements:

- Participated in New Delhi World Book Fair (2015) held in Pragati Maidan, New Delhi.
- Participated in India International Trade Fair (2011) held in Pragati Maidan, New Delhi.

Education:

- Pursuing BLIS from IGNOU, New Delhi
- Completed B. Com from SOL, Delhi University, New Delhi.
- Completed BA ENGLISH (MAJOR) from IGNOU, New Delhi.