

Contact

www.linkedin.com/in/kamia-baloni-04399833 (LinkedIn)

Top Skills

Photoshop,after effects,Maya,Corel draw

Maya

After Effects

Kamia Baloni

Executive Assistant
South Delhi

Summary

With 11+ years of experience i am someone who is Detail-oriented, diligent administrative professional with experience in different industries. I have manage executives and managers on multiple organizational levels based out in different parts of the world and at the same time Manage multiple schedules and maintain communication across teams. I am Focused, consistent, punctual and reliable. Organized and trustworthy with confidential and personal information.

I am Driven and focused with proven excellence in written and oral communication and presentations and a resourceful and independent problem-solver.

Education

Kamala Nehru College

Bachelor of Arts -

BA, Geography · (April 2003 - June 2006)