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Objectives:

Working from home, I have been able to "Make Small Business Do Big Business". I am proud of being a virtual assistant because I have been able to work for many dignitaries around the world.

Profile:

I am a postgraduate in Economics and Postgraduate Diploma holder in Business Administration and PG Diploma in Computer Application. I took voluntary retirement from the defence service while serving as a civilian Personal Assistant. Online research and data entry are my skills.

Experience:

22 years experience as Personal Assistant (Civilian) under Ministry of Defence. Retired voluntarily.
Experience: 1998 till date:
Providing online assistance to small businesses, professionals and entrepreneurs from India, US, Canada and UK.

Offering services such as:

Online Research	Email handling
Data collection	Excel sheet preparations
Online dictation (India only).	Website Designing & Maintenance
Article Submission.	Blog setup and Blog submission
HTML Newsletter preparation.	Plus other administrative support jobs.

Education:

M.A - Post Graduate in Economics Commerce from Bhopal University
PGDBA – Institute of Business Administration, New Delhi

Technical Qualification

PGDCA – National Institute of Computing Technology, Chennai

OS	:	DOS, Windows
Web Development Tools	:	Dreamweaver, FrontPage, Photoshop, Illustrator
Programming script	:	PHP
Database	:	MySQL
Office Productivity	:	Microsoft Office.