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**Objective:**

#### Seeking assignments in Secretarial functions involving General Administration and want to be a key strategic component of any progressive company to claim its position in the corporate world.

**Personal Profile**

#### High on commitment and dedication

* Adaptable to Change
* Keen & Quick Learner
* Positive Attitude- Capable of performing under stringent deadlines
* Good communication and interpersonal skills

**Educational & Technical Qualification:**

* Bachelor of Commerce from **Delhi University**
* Diploma in Secretarial Practice from **YMCA, New Delhi** (Shorthand speed: 80 wpm, Typing Speed: 40 wpm)
* Diploma in Computer Applications from **India Education Centre, New Delhi** (Proficient in Ms Office)

**Career History & Responsibilities**

* **Leading Company (Oct 2012 – Nov 2013) as a Paralegal in Trademarks Division**
* Worked in Trademark Department - under the guidance of Partner and Associate.
* Provided high-level secretarial and administrative support to Partner and Associate.
* Filing new Trade Mark application with the Trade Mark Registry as per the instruction received from different client.
* Filing new Copyright application with the Trade Marks Registry.
* Preparing new Assignment Deeds under the instructions and able guidance of Partner and Associate.
* Filing new Assignment request with the Trade Mark Registry as per the instructions of the client.
* Preparing hearing documents for the matters appointed for hearing at the Trade Marks Registry office and accompanying lawyers for the hearings as and when required.
* Taking dictation from Partner and Associates.
* Preparing replies to a vide variety of communications by way of letters and emails.
* Maintaining and Updating database of clients in software (specially on Unilever Plc and Hindustan Unilever Limited portfolio)
* Maintaining and Updating physical files of different clients.
* Coordinating with accounts department in relation to processing of invoice and other accounting matters in relation to Unilever Plc and Hindustan Unilever Limited portfolio.
* **Professional Golf Tour of India (Jan 2008–Oct 2012) as an Executive**

 **While in Office**

* Providing high-level secretarial and administrative support to the organization under able guidance of Director.
* Day – to – Day General Administrative activities and overall management of the organization.
* Organizing and scheduling monthly meetings between the Board Members and the Players.
* Taking dictation from the Director.
* Preparing Minutes of Meeting.
* Preparing replies to a wide variety of communications including confidential correspondence as per instructions received from the Director.
* Maintaining Database of Members.
* Coordinating between Administration and Account Department.
* Maintain / Update tournament entries.
* Corresponding with members via letter and email.
* Prepare MIS reports after conclusion of each tournament.
* Maintaining filing system of all administration/tournament related issues.
* Responsible for procurement of office stationery, computer consumable & other essential items for the organization.

 **While on Tour**

* Setting up of Tournament Office at the event venue which includes preparing and updating Notice Board, Handling Registration Desk for registration of players, making Tournament Draw, Local Rules, Time Sheet under the guidance of Tournament Director.
* Coordinating with different venders in the event venue in relation to supply of water, soft drinks for smooth running of event.
* Handling Tee-off of the players.
* Collecting Score Card from the players after completion of tournament round for checking of scores and entering the same in the computer in order to generate results and other important statistics.
* Setting up of Prize Presentation Venue at the event venue on the last day of the event.
* Sending results and necessary statistics to media.
* **EXL (Jul 2006 – Dec 2007) as an Insurance Associate (Back Office) -** (I joined the firm as an Customer Care Executive. However I have been re-designated as an Insurance Associate).
* Coordination with the Associate Manager.
* Day-to-Day General Administrative activities and overall management of the office, business correspondence, composing reports, collecting data, composing emails, sort, read, prioritize documents.
* Coordinating with HR Department for Team Members via letters and emails.
* Preparing Minutes of Meeting.
* Resolving policy owner queries through correspondence.
* Resolve Inter-Departmental issues relating to Policy Benefits.
* **Professional Golfers Association of India (Feb 1997 – Jun 2006) as an Tournament Executive**

**While in Office**

* Assisting Secretary, Board Members and Tournament Directors of the Association in performing their duties.
* Day – to – Day General Administrative activities and overall management of the Association.
* Organizing and scheduling monthly meetings between the Board Members and the Players.
* Taking dictation from the Board Members.
* Preparation of Minutes of Meeting.
* Correspondence with members of the Association.
* Preparation of MIS Report of the Tournaments.
* Handling entries of the tournaments conducted by the Association.

## Maintaining Database of members.

 **While on Tour**

* Setting up of Tournament Office at the event venue which includes preparing and updating Notice Board, Handling Registration Desk for registration of players, making Tournament Draw, Local Rules, Time Sheet under the guidance of Tournament Director.
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* Sending results and necessary statistics to media.
* **Rajdoot Paints Ltd (Dec 1995 - May 1996) as Stenographer**
* Assisting the Senior Personnel Manager in performing the day to day activities.
* Taking dictation.
* Preparation and Maintenance of employees’ record.
* Assisting the summer trainees in completion of their report.
* Resolving general queries raised by other departments.
* **A F Ferguson & Co. (June 1992 - June 1995) as an Typist and Office Assistant.**
* Assisting the Senior Managers in performing day to today activities.
* Assisting Consultant in completion of project report.
* Preparation of Flow Chart.

**Personal Details:**

**Personal Details**

Sex : Male

D.O.B : 04:05:1971

Expiry Date : 27/07/2018

Visa Status : Visit

Marital Status : Married