Tania

Tania.225134@2freemail.com

**Objective:**

 To seek a position in your prestigious organization and become a part of the industry.

**Educational Qualification:**

* 2012 Passed a Diploma course in Human Resource Management from Welingkar Institute of Management with First class
* 2010 Completed Graduation course in (Commerce stream in I.T) from M.M.K College with distinction.
* 2007 Passed XIIth, Maharashtra Board (Science I.T) with 1st division.
* 2005 Passed Class Xth with distinction from St. Teresa’s Girls high School, Santacruz.

**Professional Qualification:**

* 2012 Pursued a diploma in Human Resource Management.
* 2008 Pursued Diploma in Aviation and Hospitality Management
* 2007 Certificate in Galileo/Fidelio training.
* 2007 Certificate in Red Cross training.
* 2000 Certificate in basic computer course in MS office.

**Employment history:**

* Completed 1 year 7 months with L&T Infrastructure Finance Company Limited since May 2013

as a Secretary / PA.

* Completed 2 years at Nomura Financial Advisory and Securities Private Limited as Secretary / PA since 4th June 2011 up to May 2013
* Completed 2 years and 6 months in Grand Hyatt Mumbai in the Front Office department as Administration Executive.
* Completed one month industrial training in ITC Grand Maratha Sheriton in the banquet department.

**Work Profile: Executive Assistant at L&T Infra Investment Partners Advisory Private Limited**

* Maintaining the Employee Contacts (Telephone no’s; email I.D; extension, Birthdates) and updating the same file on regular basis.
* Maintaining Profiles of Portfolio companies as well as the birthdates of important clients.
* Receive, direct telephone messages.
* Booking of conference rooms for meetings.
* Keeping account of the documentation control system, records and contracts and tracking of all documents.
* Negotiations with vendors, hotels and travel agents.
* Handling petty cash and providing timely details of expenses to accounts department, payments and receipts.
* Ensuring custody of keys/ duplicate keys.
* Maintaining travel calendar for the team
* Ensuring punctuality, analyzing the attendance and regularity of the team/ time office management as well as leave records.
* Cost cutting:
* To opt and suggest cost effective solutions keeping in mind quality and speed of work.
* Inter-departmental coordination.
* To interact and provide support to the various departments/ businesses e.g involvement with HR with regards to recruitment, interviews etc & with administration with regards to Interiors, service provider, selection etc. To interact with the secretarial department and with the board of directors as and when the board meetings are held.
* Travel planning and arrangements.
* To schedule travel dates, make the necessary arrangements with respect to etickets, hotel stay, transport arrangements etc, and follow up with constant post travel procedures.
* Calendar Management
* To coordinate with the Director/ Principal/ team as well as external persons and accordingly schedule time
* Maintaining the stationery requirements of the team.
* To assist the team with respect to any printouts or binding work required.
* Administration of miscellaneous duties related to Director’s and team.
* To assist in the maintenance of credit card payments, phone bills and purchase of other important electronic etc. To keep a track of reimbursements incurred for business purposes. To maintain the memberships and subscriptions.
* Tracking and processing Bills & Payouts:
* To process the bills by acquiring the necessary authorizations and ensuring timely payments. To manage petty cash & to monitor the Director’s/ Principals office centric administrative expenses.
* Correspondence & Communication (electronic, telephonic, postal)
* To attend to and action all correspondence, reports & communication pertaining to the Directors office. In the absence of the Director, monitoring the correspondence, classifying & prioritizing it and accordingly either attending to it or bringing it to the attention of the Director/ Principal.

**Work Profile: Secretary at Nomura Financial Advisory and Services India Pvt Ltd.**

* Maintaining the Employee Contacts (Telephone no’s; email I.D; extension, Birthdates) and updating the same file on regular basis.
* Receive, direct telephone messages.
* Booking of conference rooms for meetings.
* Keeping account of the documentation control system, records and contracts and tracking of all documents.
* Negotiations with vendors, hotels and travel agents.
* Ensuring custody of keys/ duplicate keys.
* Cost cutting:
* To opt and suggest cost effective solutions keeping in mind quality and speed of work.
* Inter-departmental coordination.
* To interact and provide support to the various departments/ businesses e.g involvement with HR with regards to recruitment, interviews etc & with administration with regards to Interiors, service provider, selection etc. To interact with the secretarial department and with the board of directors as and when the board meetings are held.
* Travel planning and arrangements.
* To schedule travel dates, make the necessary arrangements with respect to etickets, hotel stay, transport arrangements etc, and follow up with constant post travel procedures.
* Calendar Management
* To coordinate with the Manager as well as external persons and accordingly schedule time
* Maintaining the stationery requirements.
* Administration of miscellaneous duties related to Manager and team.
* To assist in the maintenance of credit card payments, phone bills and purchase of other important electronic etc. To keep a track of reimbursements incurred for business purposes. To maintain the memberships and subscriptions.
* Tracking and processing Bills & Payouts:
* To process the bills by acquiring the necessary authorizations and ensuring timely payments. To manage petty cash & to monitor the Director’s/ Principals office centric administrative expenses.
* Correspondence & Communication (electronic, telephonic, postal)
* Maintaining Visitors Records
* Welcome visitors and guests and direct appropriately.
* Transport helpdesk co-ordination. Shuttle usage coordination.
* Handling petty cash and providing timely details of expenses to accounts department, payments and receipts.
* Reviewing office budget and maintaining office expenditure.
* Purchase of festival gifts, corporate gifts etc.

Work Profile: Admin Executive at Grand Hyatt Mumbai

* Managing the front desk and cashiering
* Managing the inventory and making the necessary orders.
* Managing payment related and invoice related work..
* Managing appointments and sales.
* Making monthly and daily sales report.
* Managing the leave calendar of the department.
* Maintaining a sheet with all the employee contact numbers.
* Managing all the administrative work of the department.
* Making presentations in order to show the business of the department.

**Awards/Achievements/Co-curricular Activities:**

* Participated in inter school hockey tournament and won the silver medal.
* Participated in various dance competitions representing school.
* Participated in badminton representing college.
* Swimming.

**Hobbies and Interests:**

 Dancing and choreographing dances, Playing Hockey and Badminton.

**Personal Details:**

 Date of Birth: 31st August 1989.

 Gender: Female.

 Visa: Husband’s Visa.