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**Summary**

* Accomplished executive assistant offering 10 years 5 months of administrative experience reporting to a Managing Director and other top executives.
* Consummate professional dedicated to making the lives of busy executives easier.
* Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
* Maintain excellent communication skills, problem resolution abilities, and a high-level of confidentiality.
* Strong background in all aspects of office management like scheduling meetings and coordinating travel to overseeing budget and other functions
* Quick to grasp new ideas and concepts and easily adaptable to new environments. Motivated and have ability to work productively with self-initiative as well as under guidance
* Proficient user of MS Office (Word, Excel, PowerPoint, Visio and Outlook)

**Objective**

To obtain a position in a company that will utilize my excellent skills in providing administrative support in a highly stimulating work environment.

## Core Competencies

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| --- | --- |
| Office Skills: | Office Management; Records Management ; Vendor Management; Spreadsheets/Reports; Event Management; Calendar Management; Executive Support; Travel Coordination |
| Computer Skills: | MS Office (MS Outlook; MS Excel; MS Word; MS PowerPoint; MS Visio |

**Experience Summary**

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| --- | --- | --- | --- |
| Organization | **Tenure** | **Designation** | **Location** |
| BlackRock Services India Private Limited | Dec 2011 to Jan 31, 2016 | Administrative Assistant to Managing Director and Country Head | Gurgaon |
| RBS India Development Centre Private Limited | Apr 2005 - Dec 2011 | Executive Assistant to Delivery Head | Gurgaon |
| Churchill India Private Limited | Aug 2002 – Mar 2005 | Front Office Associate | Gurgaon |
| Honda Motor Cycle and Scooter Pvt Ltd | Sept 2001 - May 2002 | Front Office Coordinator | Gurgaon |

**Employment Recital**

**Administrative Assistant to Managing Director and Country Head India, Dec 2011 to Jan 31, 2016 | BlackRock Services India Pvt. Ltd.**

* Diary Management - Manage executive business schedules and calendars, including arranging meetings, conference calls and booking appointments.
* Executive Committee meeting - Draft letters, agendas and take meeting minutes
* Prepare monthly expense reports and sent to accounts payable for processing
* Communication with key clients including follow up before and after meetings with agendas or next steps.
* Coordinate and arrange business travel (Domestic as well as International) including flights, car hire arrangement, hotel stay, forex, mobile connections)
* Draft correspondence, reports, and presentations using Microsoft Office
* Manage conference room availability and bookings
* Train new administrative staff in departmental procedures
* Update monthly Executive Summary reports
* Make sure that confidentiality is maintained for both verbal and written information
* Reconcile and submit monthly expenses.
* Manage high profile visit in our office – Agenda, car arrangements, lunches & dinners, sightseeing

**Executive Assistant to Delivery Head | Apr 2005 - Dec 2011 | The RBS India Development Centre Pvt. Ltd**

* Diary Management
* To ensure proper filing & record keeping by accurately entering information in a timely manner consistent with office guidelines.
* Minute and record senior management meetings where confidential matters are discussed.
* Prepared agendas for VIP visits.
* Made International and Domestic travel arrangement which includes:
  + Visa processing for UK, Ireland, Singapore, USA & Netherland
  + Work Permit for UK, Singapore & Ireland
  + Ticket booking thru or travel agents / airline portal
  + Hotels/ accommodation booking in India and abroad
* Prepared MIS reports in coordination with functions/departments to ensure that the data is accurately capture : Collation of data from different data sources and producing various weekly and monthly reports including data analysis on financials, headcount and other HR metrics, travel statistics, Order Book, Employee database, Team Training requirements, Demand vs Supply report etc.

*Previous experience includes Front Office role for Churchill India Pvt. Ltd (Aug 2002 – Mar 2005) and Honda Motor Cycle and Scooter Pvt Ltd (Sept 2001 - May 2002)*

**Awards & Recognition**

* Year 2010: Nominated for Excellence award and was part of bronze award winner team
* Year 2007: Commitment award
* Instant awards

**Education**

Bachelors in Commerce [Subjects - Accounting, Economics, Satistics] Delhi University 1999 – 2002

Aptech Computer Education [ Basic Computer Course ]