**First Name of Application CV No 1641726**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

A highly motivated, confident individual with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks. Ready and qualified for the next stage in a successful career. Currently looking for a suitable PA position with an ambitious company.

**Profile Summary**

**Organization: - SLCM Group**

**Present Designation**: - **Executive Assistant to CEO**

**Tenure: - April’ 2014 – till date**

**Company Profile:**

SLCM provides comprehensive agri-commodity Warehouse Management, Procurement, Logistics and Financial solutions to farmers, processors, traders, agri exchanges and government across India and in Myanmar.

**Job Responsibilities:**

## Liaison with senior management.

* Coordination with other department & assigning work to them on behalf of CEO.
* Updating calendar
* Managing day-to-day operations of the office

## Organizing and maintaining files and records

## Planning and scheduling meetings and appointments

## Preparing and editing correspondence, reports, and presentations

## Making travel and guest arrangements

* Producing board meeting papers, agendas, and facilities for meetings. Promoting a professional image of the company.
* Preparation of reports and presentations
* Handling day to day admin work
* Generating requirement info from various departments and analyzing the same
* Handling media updating
* Responsible for answering & screening telephone calls & face to face enquiries. Making appointments and arranging travel and accommodation.
* Maintaining and enhancing the working environment of the department.
* Carrying out routine administrative duties like photocopying and filing etc. Writing reporting and briefing papers and making presentations.
* Dealing with incoming emails, faxes and post.
* Preparing reports of BD team and junior level team
* Maintaining attendance of BD team.
* Ensuring timely reports from BD team

**Organization: - National Board of Examination, DNB (Health Ministry)**

**Present Designation**: - **Personal Secretary to Deputy Director cum Process Associate**

**Tenure: - Nov’2011 – April’ 2014**

**Company Profile:**

The National Board of Examinations was established in 1975 with the prime objective of improving the quality of the Medical Education by elevating the level and establishing standards of post graduate examinations in modern medicine on an all India basis, consisting Postgraduate Teaching Institutions under MCI.

**Job Responsibilities:**

* Providing complete assistance to Director and managing complete activity at Directors office
* Provide general secretarial / administration support to senior managers & Directors organizing external / internal meetings attending them and taking minutes.
* Liaising with other staff regulatory authorities, suppliers and clients etc.
* Responsible for answering & screening telephone calls & face to face enquiries. Making appointments and arranging travel and accommodation.
* Maintaining and enhancing the working environment of the department.
* Carrying out routine administrative duties like photocopying and filing etc. Writing reporting and briefing papers and making presentations.
* Dealing with incoming emails, faxes and post.
* Producing board meeting papers, agendas, and facilities for meetings. Promoting a professional image of the company
* Involved in recruitment, budgets & accounts, managing junior staff & HR issues.
* Handling appointments, including interaction with prospective High Net Worth clients and associates
* Preparation of reports and presentations
* Generating requirement info from various departments and analyzing the same
* Handling all day to day activities
* Managing meeting and confidential records
* Preparing notes for meetings
* Handling all kinds of queries
* Handling RTI (Right to Information) work
* Travel Arrangement
* Reply to all letters from Ministry of India
* Reply to all complaints received from candidates
* Reply through email to candidates
* Relevant Communication to candidates
* File managing
* Record managing
* Handling all clerical work
* Dictation from seniors
* Preparing Agenda’s & Minutes
* Updating result in excel sheets
* Coordination with staff members

**Strengths & Achievements**

* Planning the work before implementation.
* Self-motivated person and a go-getter
* Serious about pursuing a career
* Strong skills in multi- tasking
* Quick Learner
* Leadership qualities
* Awarded best posting on portal while training period
* In 1year of work experience got promoted to work with Directors.

AREAS OF EXPERTISE

* Administration
* Secretarial duties
* Finance administration
* Document management, IT skills
* Event management, Diary management

PERSONAL SKILLS

* Organizing
* Confident and professional manner
* Excellent memory
* Remain calm under pressure

KEY SKILLS AND COMPETENCIES

* Excellent communication skills able to liaise confidently with senior management. Good understanding of Director level responsibilities.
* An excellent level of attention to detail.
* Able to work on your own initiative and to tight deadlines.
* Excellent word processing, shorthand and effective minute taking and IT skills. Audio typing, word processing and shorthand experience.

**Computer knowledge**

Microsoft Word & Excel (Mail merge, V lookup, Macros, tables etc.), Bulk mailing through excel sheet in one go, Outlook, PowerPoint, Excel, Internet

**Education**

* Pursuing Masters in English from IGNOU
* Pursuing Post Graduate Programme in Human Rights from Indian Institute of Human Rights.
* Graduation in Bachelor of Arts from Delhi University
* Secretarial practice cum Office Management from YWCA, New Delhi
* Computer Applications and Programme from F-TEC, New Delhi
* Shorthand – 120wpm
* 12th CBSE from Cambridge Foundation School
* 10th CBSE from Cambridge Foundation School

**Personal Profile**

Date of Birth : 09/09/1990

Place of Birth : Delhi