###### PROFILE SUMMARY

* Over 5 years of varied Secretarial experience.
* Highly skilled in greeting customers and answering phone calls.
* Ability to interact with a variety of individuals in a courteous, professional manner.

###### PROFESSIONAL EXPERIENCE (5 Years)

Muscat - OMAN (March 2015 – April 2016)

Executive Secretary to the Chairman

* Maintaining the Chairman’s Calendar and Contacts.
* Setting up meetings with the Clients and Customers for the Chairman.
* Coordinate for the meetings and process all documents pertaining to the subject of the meeting
* Organizing and collaborating internal documents/ weekly reports/ monthly reports from other departments.
* Handling Hotel/Restaurant bookings and travel arrangements for the Chairman.
* Drafting, Printing and Screening emails and correspondence for the Chairman.
* Visa application and renewal for the Chairman and his family members.
* **Administrative and functional activities include but are not limited to:**
* Attending Clients, Guests, Visitors.
* Phone calls – Receive, Screen and transfer accordingly.
* Taking dictation & creating documents.
* Filing, storage & retrieval of the documents.
* Maintain Chairman’s and his family’s business and personal files.
* Working on DMS (Document Management System)
* Coordinate with the vendors for the renewal of Contracts & Policies.
* Coordinates operations of Chairman’s office including:
* General office maintenance.
* Internal & External communications.
* Maintain the overall appearance in terms of cleanliness and oversee arrangements of office.

India Pvt. Ltd , Mumbai - INDIA (December 2012 – February 2015)

Executive Assistant to the Director

* Managing the day-to-day operations of the Director.
* Organizing and Maintaining files and records.
* Preparing Expense Reports in Oracle System for the Director.
* Raising Purchase Requisition in Oracle for the materials requirement for the Directors office.
* Coordinate and set up department meetings, management meetings and resource planning meetings.
* Managing Hotel booking and travel arrangements for the Director
* Assisting the Director in resource planning and resource on boarding for the projects.
* To liaise with the relevant consultants to ensure smooth progress of the project.
* Managing the daily progress of all activities at client location such as project on boarding, timesheets submission, weekly & monthly report submission to the clients, and attendance management of the staff.
* Follow up with the team for submission of time sheets and log sheets of consultants at the client site.
* Coordinate with the Human resource department for the events (Trainings, birthday celebrations, cultural events, employment engagement, get togethers, annual function etc.)
* Managing day to day operations and admin related activities.
* Co-ordinate with the vendors to hire resources for the project.
* Collaborating with the client and other teams to create quicker issue resolution to achieve high customer satisfaction.
* Performing any ad-hoc tasks as assigned from time to time.

**Hotel,** **Mumbai - INDIA (January 2011– December 2012)**

Admin Assistant to the Director of Finance

* Arranging and Co-ordinating with all the Departments for the Meetings & Conferences
* Drafting Minutes & Agenda of the Meeting
* Maintenance of HR Records such as attendance and training schedules related to employees in the Department.
* Filing & Maintenance of department correspondence such as Contracts of the Vendors, Licenses of the Hotel and Insurances for the Hotel.
* Compiling and Submission of Owners Report (Profit and Loss Report) on Monthly Basis to the Owners
* Auditing all the routine Local Expenses of the Expenses incurred for the Hotel
* Handling Petty Cash
* Raising Purchase Requisition in Material Control for the Materials requirement of the Department
* Handled Travel Arrangements such as ticket booking, hotel booking & cab arrangements etc.
* Correspondence related to Forex
* Responsible for answering the phone and directing clients to the appropriate team member in courteous and efficient manner

###### ACADEMIC PROFILE

|  |  |  |
| --- | --- | --- |
| **Course** | University/ College | Year of Passing |
| Diploma in Professional Executive Assistant | Davar’s college of Commerce, Secretarial Studies and Services. | 2011 |
| Diploma in Human Resource Management | Welingkar Institute of Management Development & Research. | 2010 |
| Bachelor of Arts - History | Mumbai University | 2009 |
| H.S.C | Maharashtra State Board | 2006 |
| S. S.C | Maharashtra State Board | 2004 |

######  PERSONAL DETAILS

**Date of Birth** **:** **30th September, 1988**

**Marital Status** **:** **Married**

**Nationality** **:** **Indian**

**Languages Known** **:** **English, Hindi, Konkani & Marathi.**

**First Name of Application CV No:** **1704960**

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