**SUMMARY**   
Performing Project administrative and office support activities for multiple supervisors. Handling fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations for management. Extensive software skills, Internet research abilities and strong communication skills. Good accounting and customer support skill as well.   
  
**CAREER HISTORY**  
9 years of project Administrator or Office coordinator experience and have 5 years of IT and Finance work experience. One year work experience in Switzerland and Singapore.  
**Responsibilities:**

* Follow office workflow procedures to ensure maximum efficiency
* Maintain files and records with effective filing systems
* Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
* Greet and assist visitors when they arrive at the office.
* Managing reviewing filling and office systems. Organizing the travel plans.
* Planning and organizing the meeting and events. Preparing and managing the Presentations in meetings.
* Coordinate conference room booking and appointments.
* Preparing the petty cash records and closely working with Finance team to support the same.
* Monitor office expenditures and handle all office contracts (rent, service etc.)
* Perform basic bookkeeping activities and update the accounting system
* Deal with customer complaints or issues and managing the customer support activities.
* Monitor office supplies inventory and place orders
* Assist in vendor relationship management
* Knowledge of basic bookkeeping principles and office management systems and procedures
* Outstanding knowledge of MS Office, “back-office” and accounting software
* Excellent communication and interpersonal skills
* Organized with the ability to prioritize and multi-task

**Personal**

* Calm under pressure and can meet tight deadlines. Able to work as an Executive Secretary.
* Strong communication and negotiation skills and knowledge on Real estate field.
* Strong understanding of GAAP and Business knowledge and process design skills on IT.
* Ability to work as an IT Assistant Project Manager, Accountant, Real estate, Sales and Marketing consultant.

**Soft Skills**

* Good verbal and written communication skills
* Committed team player with good managerial abilities
* Proactive, flexible and willingness to work in a changing environment
* Capacity to meet deadlines with no compromise on quality
* Managing client and stakeholder relationships at project level.

**Application Packages and IT tools:**

* MS-Word, MS-Excel, MS-Access, and MS-Power Point...
* Knowledge on Accounts and SAP Finance.

**Experience with Company and client details:**

**Administrative Assistant – December 2009 – March 2016  
Employers name – Accenture Services Pvt Ltd.** Clients: ROCHE, 3M, Timken and PepsiCo.

**Administrator – April 2007 – December 2009  
Employers name – John Deere India Pvt Ltd.**Clients: In house

**Consultant – Sep 2005 – April 2007  
Employers name – IBM India Pvt Ltd**Clients: Shell GSAP.

**Consultant – July 2002 – Sep 2005  
Employers name – KEANE India Pvt Ltd.**Clients: Lennox International Internationals.

**ACADEMIC QUALIFICATIONS**   
Master Degree - S V UNIVERSITY – MCA

Bachelor Degree - S V UNIVERSITY – BSC

**Job Seeker First Name / CV No: 1793826**

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