Vibha Wanivadekar

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| **Professional Experience** |

Currently working with Dosti Realty based at Thane as Secretary to 2 CEO for Marketing Department.

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| Roles & Responsibilities |

* Handling all secretarial duties of CEO pertaining to professional & personal requirements.
* Working closely with marketing team for smooth functioning of the tasks assigned to them.
* Preparing Monthly Reports received from various sites for better understanding of CEO.
* Managing an active & dynamic calendar of appointments
* File & Data Management, keeping records of invoices, bills, contracts, etc
* Ability to do Self Correspondence for all the major announcements done to all the Site Heads & making sure that the same is being followed & implemented on timely basis.
* Maintaining great rapport with all the employees which helps
* Collecting all the Site’s Reports & keeping ready before the Review Meetings & making other arrangements for smooth functioning of the same.
* Completing Monthly Expense reports
* Coordinating between various sites for timely reports & data submission
* Handling all incoming/outgoing correspondence/calls.
* Providing complete support & assistance to the CEOs in day to day activities.
* Providing an admin support on daily basis.
* Coordinate with other functions/ departments to seek information required by the CEO like periodic reports, project updates, etc
* Making suitable arrangements during crucial meetings conducted with the Directors.
* Ensure allocation of work to office boys for document deliveries outside the office
* Follow up and coordinate document movements, deliveries within various departments in the organization
* Track and monitor payment of personal and official bills, claims, etc
* Arrange weekly, monthly, quarterly meetings with concerned departments / sections / sites.
* Prepare MIS Reports on time and present to the CEO periodically.
* Coordinating daily schedules and meetings
* Office documentation and maintain high level of confidentiality
* Also acting as a SPOC for the Corporate office during the process of Recruitment & otherwise.

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|  Organization: Kalpataru Properties - Thane |
|  Designation: Front Desk Executive – Sales Dept |

**Duration -** Jan 2014 to Sept 2015

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| Roles & Responsibilities |

* Handling Front Desk Operations, attending incoming & outgoing Phone calls.
* Maintaining Daily Report for Sales enquiries & also daily walk-ins in the office
* Attending visitors & co-coordinating with Walk-Ins for their requirements & queries.
* Supervising Housekeeping Activities & Admin related work such as Stationary, smooth functioning of electronic fixtures in the office.
* Filing important documents related to customer complaints, bills, acknowledgements, staff leave data, etc.
* Sending & receiving customer’s documents such as Sale of Agreement, Demand Letters, Cheques etc on daily basis to avoid causing any delay in the process.
* Coordinating with Head Office for queries / complaints related to Customers
* Attendance & Leave Management of housekeeping Staff.
* Giving Reminders for meetings, events, conferences, appointments to the Sales Managers & Site Head of the Site Office.
* Making suitable arrangements in the Conference room before the meetings to be conducted by Seniors.
* Maintaining the Upkeep of office, sample flat & show flat by supervising the housekeeping staff.
* Maintaining monthly inventory of stocks related to stationary & housekeeping requirement of the office
* Making suitable arrangements during any activity conducted related to Sales such as broker meeting or any new Launch or Advertisement Campaign.
* Checking Mails & responding or informing to the concerned department & trying for a prompt reply & providing quality service to the clients.
* Developing good rapport with the clients & making sure that the goodwill of the company is retained by attending to their problems actively & finding a solution for the same.
* Keeping a tab of sales enquiries /walk-ins & generating reports in excel for the same.

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|  Organization: Raunak Group |
|  Designation: Front Desk/Secretary |

**Duration -**  July 2011 - Dec 2013

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| Roles & Responsibilities |

* Handling Front Desk Operations, such as handling EPABX &attending incoming & outgoing Phone calls.
* Attending visitors & co-coordinating with Walk-Ins for their requirements & queries.
* Managing Housekeeping Activities & Admin related work such as Stationary, smooth functioning of electronic fixtures in the office.
* Filing important documents related to customer complaints, staff leave data, etc.
* Data entry of Bills submitted by the Vendors & forwarding to the respected department.
* Coordinating with in-house staff for the Payment& Receipts of the Consumers/Agents/Vendors.
* Attendance & Leave Management of in-house Staff & also site offices.
* Scheduling Calls &Appointments of clients/customers with the Management of the Company.
* Drafting mails & preparing excel sheets as per the instructions of Directors to Vendors, Income Tax Department.
* Giving Reminders for meetings, events, conferences, appointments to the Directors of the Company.
* Making suitable arrangements in the Conference room before the meetings to be conducted by Seniors/Directors.
* Arranging refreshments and cabs& coordinating with Travel Agents for making traveling arrangements for outstation traveling.
* Dealing with clients & matters related to Directors of the organization.
* Arranging meetings with Society Members on weekends for issues related to society.
* Strong Coordination with various departments for smooth functioning of tasks throughout the day.
* Coordinating with Site Supervisors, Sales Executives & Back Office staff in & on site offices too.
* Checking Mails & responding or informing to the concerned department & trying for a prompt reply & providing quality service to the clients.
* Developing good rapport with the clients & making sure that the goodwill of the company is retained by attending to their problems actively & finding a solution for the same.
* Keeping a tab of sales enquiries /walk-ins & generating reports in excel for the same.
* Doing follow-ups with internal staff & making sure that timely feedback/reply is given to the client’s investment related queries.

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|  Organization:   V2 Consultants |
|  Designation:   Sr. HR Executive |

Sept 2008 – June 2011

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| Roles & Responsibilities |

* Screening, sourcing, short listing resumes from job sites as per requirement.
* Screen the requirements received (Job Description) & understand the profile of the resource that is required.
* Dealing with client for taking requirements, scheduling interviews, follow-ups, etc.
* Sourcing profiles from Jobsites, Internal Database, and References from Mid, Senior & Executive level.
* Planning Interviews & meetings between client & candidate.
* Scheduling technical/final interviews with technical manager & HR
* Follow up with clients & candidates for the feedbacks.
* Some exposure of conducting face to face interviews for walk-ins.

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| Organization: India Info line Ltd. |
|  Designation: Officer |

Worked in India Info line Ltd.-Alternate Channel of Mutual Funds for Business Associates as an Officer at Dadar East Branch

Duration: Oct 2007 to Aug 2008

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| Roles & Responsibilities |

* + Taking care of branch activities.
	+ Drafting mails / Self Correspondence with Clients, Departments & Sub-Brokers
	+ Travel & Hotel Bookings for Relationship Manager for outstation meetings & visits.
	+ Handling incoming Calls/Queries
	+ Attending Walk-Ins, Business Associates
	+ Handling Couriers.
	+ Making MIS Report in Excel Format
	+ Maintaining Branch Visitors Register & Attendance Register
	+ Bill payment of branch before the due date
	+ Keeping Business Associate abreast of latest happenings in Mutual Fund Arena
	+ Other responsibilities related to Mutual Fund.

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| Key Skills |

* Good command over English, written & oral.
* Good CV screening skills
* Good team player
* Willingness to learn & enhance scope of improvement
* Excellent Interpersonal Skills

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| Additional Qualifications |

* Completed Business English Certificate Course from Lets Talk Academy.
* Have undergone training for M.S Office.

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| Education |

* 1. : S.S.C – 50%
	2. : H.S.C – 65%

(2005-2006) : Graduation from commerce – 50%

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| Personal Details |

Name : Mrs. VIBHA.WANIVADEKAR

E-Mail : vibhaithr@gmail.com

Date Of Birth : 27th November 1985

**Job Seeker First Name / CV No: 1835826**

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