**CV for the post of Executive Secretary / Personal Assistant**

**Charanjit**

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**Email:** **charanjit.325495@2freemail.com**

# Professional Synopsis

Commerce Graduate & a competent administrator with **18 years of experience** in Secretarial & Commercial functions. Presently working with **Dr. Abdurrahman I. Al-Theyab, Dean of College of Medicine, Prince Sattam Bin Abdulaziz University, Al-Kharj, Saudi Arabia**. Dealing in high level administrative & secretarial support involving efficient handling of correspondence, management of documents, screening telephone calls, attending visitors/clients.

**Professional Experience**

**November 2008 – till date (9 Years)**

Working as Secretary, under the supervision of **Dean, Dr. Abdurrahman I. Al-Theyab Dean of College of Medicine, Prince Sattam Bin Abdulaziz University, Al-Kharj, Saudi Arabia** from November 2008 till date

**Key responsibilities:**

* Doing all administrative & secretarial work in the College of Medicine.
* Looking after the day-to-day working, and coordinating with Faculty at the college and at the University hospital.
* Coordinating appointments.
* Prepares minutes of College meetings.
* Maintenance of all important and confidential files / documents.

- Collecting and collating data to prepare attendance of all students and preparing report accordingly.

* Sending fax, emails, scanning files/papers, surfing internet etc.
* Issuing letters & notices to faculty and other staff of the college.
* Handling Stationery and Office Administration.

**May 2005 – October 2008**

Worked as **Executive** **Secretary**, under the direct supervision of **Mr. Ravi Kalra,** **Segment Head - Compact Hydro**, **Andritz-VA Tech Escher Wyss Flovel Pvt. Limited,** **Prithla, Haryana,** a leading global supplier **of Electro-mechanical Equipment and Services (“Water to Wire”)** for hydro power plants.

**July 2003 – May 2005**

Worked as **Secretary to Managing Director**, under the direct supervision of **Mr. Abhinav Sood, Managing Director,** **AT Home India Pvt. Ltd., Okhla, New Delhi** (Home Furnishing Export House)

**June 2000 – June 2003**

Worked as **Secretary to MD** under direct supervision of **Mrs. Mina Chawla, Managing Director,** **Indian Handicrafts, Nehru Place, New Delhi** (Govt. recognized Export House, one of the leading Export Houses in India)

**Dec 1998 - June 2000**

Worked with **The Ideal Office Publication, CR Park, New Delhi** for 1 & half Year from Dec. 98 to June 2000 as **List Manager**, responsibilities here include: -

**Aug 1995 - July 1996**

Worked as a **Restaurant Manager** in Faridabad City Park (Town Park) for 1 year

**June 1994 - July 1995**

Worked with **Welcon India Pvt. Ltd.** for 1 year as **Marketing Executive**.

**Academic Qualifications**

**1998** Completed Post Graduate diploma in Computers Application

from J L J Academy of Computer Technology, Faridabad.

**1994** Completed B. Com from Sri Aurobindo College, Delhi University

**1989** Completed A.I.S.S.C.E., C.B.S.E. Board from Udaya Bharti

 Public School, Faridabad

**IT Skills** : Expert in MS Office, Internet Browsing

**Typing Speed (Computer)** : 60 w.p.m.

**Shorthand**  : Not Known (But I can take dictation in long

 hand on an average speed)

**Extra-Curricular Activities**

* Participated in Technical Exhibition held at Institute (JLJ, Faridabad).
* Actively participated in various cultural/sports events held in school and College.

**Personal Details**

**Date of Birth** : 16th September, 1972

**Nationality** : Indian

**Gender** : Male

**Marital Status** : Married

**Language Known** : English, Hindi, Punjabi

**Present Salary**  : **7,375 Saudi Riyals (INR 13 Lacs P.A.)**

**Salary Expected : 10,000 Saudi Riyals**

**Passport** : Having valid Indian Passport

**Notice Period** : 2 Months

**Location (of the position)** : Anywhere

**Hobbies** : Reading, Listening to Music, Traveling

**References** : To be provided on request

# Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.