

**NANDINI**

**NANDINI.335440@2freemail.com**

**OBJECTIVE**

Dedicated, resourceful and adept at coordinating international travel, organizing large scale meetings and managing clients. Highly self motivated with a solid work ethic. Skilled at multi tasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet the company needs.

**Core Knowledge and Functional Skill Area**

* Proficient in Microsoft Office.

• Confidentiality.

• Analytical skills and proofreading.

• Report generation and document control.

* Business correspondence.
* Scheduling, meeting and travel support.

**PROFESSIONAL EXPERIENCE**

**SAMSUNG R&D INSTITUTE INDIA – BANGALORE, INDIA**

**Assistant Manager – Management support to the Managing Director/Deputy Managing Director. Duration: [May 2013 – July 2016]**

* Managed MD's complex and frequently changing travel arrangements and coordinated pre-planning of travels.
* Built and established effective work relationships with internal and external clients and their teams.

• Coordinated preparation and timely dissemination of company reports and slide

presentations for the board meetings.

* Reviewed and responded to emails/calendars of the MD/DMD and ensured timely support provided.

• Created expense reports, budgets, reimbursements and other adhoc duties as required.

* Assisted the Campus recruitment team in International recruitment programs and orientations.
* Assisted the HR department in conducting Lateral hiring interviews.
* Participated in designing the induction and orientation program for new employees.

**DATAMATICS VISTA INFO SYSTEMS PVT. LTD.**

**Client Location: Samsung R&D Institute India – Bangalore, India**

**Executive Secretary to the Managing Director, Duration: [Oct 2010 – April 2013]**

* Organized client visits, determined the nature and purpose of visits.
* Processed travel expenses and reimbursements.
* Maintained office meeting schedules and event calendars.
* Distributed meeting minutes, agendas, book conference rooms, cater to international client visits and product development forums.
* Provided superior administrative support to the MD including correspondence, Income tax filings, communication and policy compliance and problem resolution.
* Proactively assess, anticipate needs and the ability to take appropriate actions.

**ACADEMICS**

**BACHELOR'S DEGREE: BACHELOR OF COMMERCE [B.COM]**

**College:** Baldwin Women’s Methodist College, Bangalore, India.

**University:** Bangalore University, Bangalore, Karnataka

**Year of Pass out:** 2010

**EXTRA CERTIFICATIONS**

**Institute:** Meridian International Institute of Travel and Tourism, Bangalore, India.

• Diploma in Airline, Tourism and CRS (Computer Reservation System) – March 2008.

• Training in CRS [level 2 – Car and Hotel reservation] and Airline - Advance level & management level - July 2008.

**ACHIEVEMENTS**

Awarded Employee of the Month for exceptional performance in maintaining high level of consistency in end to end planning and execution of foreign delegates management and all operational activities.

**PERSONAL DETAILS:**

**Date of Birth :** 15th January, 1990

**Nationality :** Indian

**Residing in :** Dubai, UAE

**Languages Known :** English, Hindi, Marathi (native), Kannada & Tamil.

**Declaration:**

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