** Supriya** **Supriya.348241@2freemail.com**

**OBJECTIVE**

*Seeking a challenging position as an Executive Assistant / Administrative Assistant with a world class organization to positively contribute skills and acquired knowledge*

**PROFESSIONAL VALUE OFFERED**

* A diligent and dedicated Executive Assistant/Secretary with a Diploma in Aviation, Hospitality , Travel and Tourism over 4 years of experience with MNC’s supporting multiple executive directors
* Possess strategic and extensive understanding and exposure to a range of industries while working across some of the largest organizations
* Proficient with all secretarial aspects, extensive calendar management, travel plan, compilation of data , improving internal processes and procedures in order to meet challenges of a demanding and changing environment, with a commitment to excellence and securing the long-term success of an organization
* Possess strong organizational, mentoring and relationship management skills while maintaining high standards of personal performance and professionalism with ability to relate to people at any level of management

**KEY COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| *Calendar Management* | *Time & Resource Planning*  | *Liaison Management* |
| *Travel Arrangement* | *Documentation* | *Relationship Management* |
| *Invoice Processing* | *Administration* | *Team Management* |

**PROFESSIONAL EXPERIENCE**

**DBS BANK (On Team Lease – Payroll), Mumbai Sep 2014 till Feb 2017**

**Executive Assistant to Executive Director – Global Transaction Services**

**Travel and Logistics**

* Maintained the calendar of the ED with appointments, meetings and conferences
* Maintained classified files and data with utter confidentiality
* Managed the Director’s meeting schedule (both internal and external), travel arrangement for domestic at least 3 trips a month and internationally (Singapore) twice a year
* Coordinated with the travel desk to book tickets, made hotel reservations and arranged transportation, business visas for Singapore. Liaison with Singapore team for expediting invitation letters
* Handled the administration and travel needs of the department/team; single point contact for the department as and when the need arises
* Organized travel logistics for staff coming from Singapore Head office, arranged invitation letter for visa purpose, prepared their meeting itinerary, and confirmed all the meetings before their travel

**Expense Claims and Payments**

* Settled expenses/claims, approved the leave requests/employee claims, vendors bills, other requests on behalf of the director
* Ensured all vendor claims are paid and coordinated with Global Procuring System team as well as Finance team
* Used the Enhanced Procurement System EPS for procuring items i.e. stationery, IT related items, general and administrative items, generated invoice, obtained approvals and send it to the finance for processing

**Administrative and HR**

* Ordered supplies and stationery and maintained the records of the supplies for the department
* Liaison with HR, IT and Finance for basic setup of new joinees in the team
* Coordinated with Procurement and Travel Desk for corporate rates on airfare and hotel booking to provide the cost accordingly
* *Received appreciation emails from the Singapore visitors from head office for coordinating their business engagements efficiently*

**ROYAL BANK OF SCOTLAND N.V (On Randstad Payroll), Mumbai May 2012 – Jun 2013**

**Executive Assistant to Director – Private Banking**

* Maintained the Director’s diary, appointments, planned and coordinated meetings – internal and external
* Coordinated domestic/international travel arrangements including booking airfare, hotel and transportation
* Ordered, managed and distributed office supplies while adhering to predetermined office budgets
* Attended and directed visitors and routed deliveries and courier services to concerned departments
* Helped distribute employee notices and mail around the office promptly
* Greeted numerous visitors, including clients, vendors with courtesy and efficacy
* Coordinated the scheduling interviews with the candidates(around 15 to 20 for the positions available)

**RESOURCES MANAGEMENT GROUP SERVICES, Mumbai Dec 2008 – Nov 2009**

**Recruitment Coordinator**

* Developed and implemented sourcing strategies to find desired candidate
* Screening profiles from job portals like Naukri and Monster as well as through networking, short listing candidates based on requirement and arranging in house interviews
* Coordinating with the HR of the companies to get feedback on candidates selected

**ACADEMIC CREDENTIALS**

* B. Com C.V.Raman University, Chhattisgarh 2011
* Diploma in Aviation, Hospitality , Travel and Tourism Frankfinn Institute 2008
* HSC Kerala State Board 2005
* SSC Maharashtra State Board 2002

**COMPUTER SKILLS**

* MS Office Suite of Applications including MS Excel, MS Word and Outlook Calendar for scheduling meetings