**Mr. Kenneth**

**Kenneth.359652@2freemail.com**

**Work Experience:**

**AnuhPharma Ltd**

From March 2016 to Till date

Secretary to the Director.

Job Role

1] Attending to emails and forward / give print out of important mails to the MD, Visa and international ticket booking through online or through travel agent, arranging forex and hotel booking.

2] All insurance renewal and maintain the database of insurance such as

1] Motor cars

2] Fire / F & F / Burglary

3] Personal accident

4] Medi Claim

5] Group gratuity

3] Insurance claim processing work

4] Passing of International courier bills and meeting courier representative in case of any issue and taking any other information from customer care as and when required

5] Ordering all office printing and stationary and passing of their monthly bills after cross checking.

6] Ordering of printer cartridge for APL printers & sending old cartridge for refilling and processing of its bills.

7] CPHI related work

Sending invitation letter

Preparing appointment list

Preparing items / materials to be carried to CPHI venue

Any other follow on CPHI work as instructed by Riteshbhai

8] Any other administration work as and when required.

9] Sending samples to international and local vendors and hard copies such as coa, msds, commercial invoice and inform the vendors of the samples send by sending them scan copies of courier shipment number and doc send.

10] Pre shipment samples send and follow up with the parties regarding status of the sample send.

13] Follow up the QA / QC for sample requirement and other requirement if any such as COA etc.

14] Cordination with the Indian Merchant Chambers for getting the documents attested such as GMP documents and Product list of APL attested from various consulates as per the requirement from international and local vendors.

12] Maintaining the database of the offers send of marketing / sales personnel on daily basis.

13] Maintaining the monthly data export (air / sea) of various products such as corticosteroids / macrolides and others as instructed by sales / marketing personel.

14] Preparing quarterly sales data of corticosteroids and macrolides of local and international parties which has to be submitted to bipinbhai for quarterly review meeting (after getting the quarterly figure from Kaki and Choksi)

15] Maintaining &filing of papers.

16] Compiling of production report, stock statement report, pending order report which is send by factory and submit to MD for assessment in month end.

18] Preparing and Sending the agenda of the quarterly meeting & preparing the MOM of the quarterly meeting held and sending the same to all person concerned.

**ZYG PharmaPvt Ltd**

Oct 2008 – Feb 2016

Secretary with Administration Role

Job Responsibilities:

* Manage the MD's Diary and keep track of appointments, meetings, conferences, travel, make travel and lodging arrangements.
* Review the diary to evaluate and identify items requiring priority attention. Remind or follow up with the MD or other people concerned to ensure that no issues and tasks are elapsed.
* Prepare agenda and collect materials for meetings, take minutes and keep records of proceedings.
* Collect and prepare information for the MD us in discussions and meetings with executive team members.
Scrutinize mails and emails. Handling of all correspondence.
* Attending to visitors and phone calls.
* Managing good relationship with employees through continuous interaction.
* Act as liaison between the MD, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
* Devise efficient filling systems and re-arrange the existing documents and files.
* Receive and screen incoming calls and mail/documents, determine priority matters and alert MD Accordingly.
* Make referrals to appropriate staff or provide requested information.
* Prepare Travel expense reports, vouchers, travel and entertainment statements, monthly expense statements on reimbursement, conveyance expenses made on cash vouchers, etc.
* Reconciliation of credit card statement for the MD.
* Plan Annual Meeting for Board of Directors.
* Maintain confidentiality of information and documents routed through the MD's. office
* Prepare MIS reports on Excel worksheets. Also Powerpoint presentations for Management meetings.
* Co-ordination with top management/various department managers as and when required.
* Maintaining the soft & hard copies of the important documents such as contracts & agreements in proper system and retrieving the same as & when required.

**Administration Role**

* General administration in Regional Office
* Handling, maintenance and management of Office Assets
* Insurance and physical verification of assets
* Office maintenance
* Work distribution schedule for routine activities on housekeeping services
* To ensure that the work area, common lobby, cafeteria, toilets are maintained to the highest possible standard cleaning and mopping is done
* The waste paper from work stations/ Conference rooms is shredded and removed
* Checking of records and quality of work performed by housekeeping staff
* Arrange conference room in accordance with the user requirement
* Update the inventory of consumable and order it accordingly
* Housekeeping & aesthetics of Regional Office
* Getting AMCs done and follow-up with vendors such as pest control, electrical maintenance contractors, fire equipment supplier(for maintenance of fire extinguisher and smoke detectors) security agencies and housekeeping staff.
* Supervising courier / mail – incoming / outgoing of Regional Office and creating related processes whenever required
* Liaison with DVB / MTNL and other Government Authorities
* Processing of routine administration bills & coordination with Vendors
* Travel, Transport and Hotel arrangements and negotiations
* Stationery Management
* Handling and providing support for events outside office for internal customers like arranging meetings
* Ensure the first aid kit is available
* To ensure that safety measure are followed while working on equipment.
* Preparing schedule for pest control
* Ensure tea / coffee vending machines are available
* Audit of cutlery and crockery is done

**Baxcounsel Inspection Bureau P. Ltd**

**May 2005 - Jan 2008**

Administration Executive

Job Profile : filtering of emails & telephone calls for operations manager, preparing invoice and quotation, follow up for payments to be received for services rendered, coordinating with the engineers, forwarding the reports to clients, coordination with vendors for stationery requirements, housekeeping staff, maintaining property and office documents.

**Alasfoor Furnishings**

**Feb 2000 - April 2005**Secretary

Reporting to: Manager- Retails

**Educational Qualification:**

* Passed S.S.C in 1992
* Passed H.S.C. (Com) in 1994
* Achieved Graduation Degree in Bachelor of Commerce through Mumbai University in 1997

**Additional Qualification:** Undergone Practical Training in Diploma in Computer Basics & Applications like MS Windows 98, MS Office (including MS Word, MS Excel, MS PowerPoint, etc.) & Internet.

**Personal Details:**

Date of Birth:14th July, 1974