

**Marina**

**Email:** marina.370733@2freemail.com

**Objective**

Seeking a challenging position of Executive Admin where I will be able to utilize my facilitating and organizing skills. Looking forward to build a long term challenging career within the organization.

**Summary**

An enthusiastic self-starter with 15+ years of strong secretarial and communications skills, professional achiever, possess the unique clerical and computer skills required to assist the executives and organization. Hands-on experience in diverse office environments, end to end travel arrangements, employee engagement programs and front office coordination.

**Work Experience**



**Currently working at Polycom Technologies R&D Center Pvt. Ltd,**

**Site Operations & Executive Assistant, Nov 2015 onwards**

Responsibilities (includes, but not limited to the following)

Manage calendar, schedule meetings & organize

Attend to Staff meetings and various other meetings - note minutes, share & bring action items to closer Work on various reports working with the Staff: Travel planner, Events Calendar, Visitor management etc Handle company senior delegates and visitors, including, agenda planning, F&B & transport arrangements Coordinate with IT/HR/Finance/Operations teams for smooth running of the site

Receive new hires, escort and support HR in Boarding and Exit process

Travel – handle all domestic & international travel: visa, ticket, hotel, airport transfers for two Senior Directors, till travel settlement

Mange the Distribution list at the Site level

Coordinate & Organize Events like: Employee day, Family day, Tech Talks, Employee engagements events etc.,

**Hewlett-Packard India Software Operations, Bangalore, India**

**Executive Admin to Vice President, Jan 2009 - April 2014, (duration 12 years)**

Responsibilities (includes, but not limited to the following) Handle all routine & non-routine admin related support

Calendar management - Planning and scheduling meetings and appointments

Prepare meeting agenda working close with Manager, attend meetings, record action items & follow up to closure Prepare and edit correspondence, reports, and presentations

Organize and maintain files and records

Track & handle credit card expenses, claim reimbursements, medical insurance

Interim approver for all requests on behalf of Manager related to travel, compensation, promotions, trainings, employee reimbursements, contracts, invoices etc.,

End to end support to delegates & visitors - agenda planning, day-to-day schedule, facilitate meetings, ground transport, air tickets, room reservations, F&B etc.,

Organize small and high volume conferences, agenda planning, send invites, work with operations team for logistics, collate slides, handle rewards and recognitions, ensure attendance etc.,

Organize events and volunteer for activities supporting HR, L&D and Facilities team

Organize Annual day, Managers day out, admin’s day, birthday bash, employment engagement events etc.,

Receive, review and sort all incoming correspondences – post, courier, fax etc.,





**Hewlett-Packard India Software Operations, Bangalore, India**



**Senior Admin to General Manager - April 2002 - Dec 2009**

**Responsibilities** (includes, but not limited to the following)

Handle all routine & non-routine admin related support

Calendar management: Manage the day-to-day schedules, organize meetings and conferences Handle monthly resource billing on a WEB based tool & SAP

Coordinator for resource allocations for new join employees – office space, supplies etc.,

Handle travel arrangements – visa, ticket, hotel, calling card, insurance, ground transport, settle expense reports Provide assistance to staff/employees in the company processes & tools for efficient/smooth operations

End-to-end support visitors – air tickets, room reservations, ground transport, F&B etc., Responsible for providing stationary, gifts purchase, birthday greetings etc.,

Organize team off-site’s, road-shows, cultural programs, birthday bash etc,



**Mphasis - BFL Ltd., Bangalore, India**

**Secretary to General Manager, Jan 1999 - March 2002, (duration 6.3 years)**

**Responsibilities** (includes, but not limited to the following)

Provide general administrative and clerical support

Calendar management: Manage the day-to-day schedules, organize meetings and conferences Prepare various letters like experience letters, travel related letters, address proof letters etc.,

Travel arrangements for employees in renewing passports, applying visa, arranging foreign exchange, preparing invitation letters, guidance on medical insurance etc.,

Responsible for notice board display: company related announcements, celebrations, recognitions, newsletters Liaison for onsite & offshore project management, plans, statements & amendments, company agreements

Handle monthly billing for employees and provided various billing related reports

Supporting Manager during management staff recruitment in resume screening, scheduling interviews and tracking status of candidates

Handle international travel arrangements – visa, ticket, hotel, travel points, calling card, insurance, airport transfers and settle travel expenses

Library management of business magazines & IT books



**Mphasis - BFL Ltd., Bangalore, India**

**Front Office Coordinator, Dec 1995 - Dec 1998**

**Responsibilities**

Responsible for front office and support functions area

Supervision on cleanliness & maintenance around front office, floors & conference rooms Track visitors, manage the facility working with other assistants & handling supplies

Handle shipments working with procurement team and tracking incoming & outgoing shipments & stock checking Track incoming couriers and ensuring proper distribution

Support HR department in resume screening, scheduling interviews and escorting Handle petty cash, maintain registers, & tracking day to day company expenses Dealing with post & handling couriers

**Academic Chronicles**

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| **Course** | **Institute** | **From** | **To** |
|  |  |  |  |
| Plus 2 (Pre-University College) | Christ College, Bangalore | May 1989 | June 1991 |
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| SSLC (Secondary school leaving certificate) | Carmel Convent, Bangalore | March 1988 | April 1989 |
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| **Key Skills** |  |  |  |
| Ability to multi-task | Ability to work under pressure and flexible |  |
| Excellent organizational skills | Ability to professionally represent manager’s office |  |
| Oral & written communication skills | Attention to detail & deadlines and a team player |  |

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| **Personal details** |  |  |
| Date of Birth | : 30-Aug-73 | Religion : Christian |
| Marital Status | : Single | Languages: English, Hindi, Kannada and Konkani |