Jil

**Executive Assistant to Chief Investment Officer**

**Email id:** [***jil.374873@2freemail.com***](mailto:jil.374873@2freemail.com)

***Career Objective***

Organized and goal-oriented professional seeking a position as an Executive Assistant using strong analytical skills, knowledge of office administrative procedures and a strong background in office management.

***Career Summary***

* Providing full secretarial support to a department of 20 employees by utilizing superior organizational and planning skills.
* Responsible for implement work processes to develop efficiency, manage organized events and functions and deal with the investors and other clients at all levels.
* Responsible to resolve problems by problem- solving and decision making tactics.

***Professional Experience***

**SBI Life Insurance Co.Ltd. as an Executive Assistant to Chief Investment Officer**

**From 1st February, 2016 – present.**

* Manage and maintain calendars/schedules and appointments. Arranging travel (Domestic as well as International)
* Arrange and coordinate meetings, events, seminar and conferences.
* To co-ordinate with team members for reports / documents, to get work done by them and to provide any information required by the Head of Department.
* Provide an approval on behalf of Chief Officer – Investment for reimbursements.
* Arranging and coordinating with Bankers, Financial institutes and vendors for Business meet up.
* Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company’s objectives.
* Responsible for gathering, analyzing and summarizing information to manager as required.

**Supreme Hydro Engineering Pvt.Ltd. as an Executive Assistant to MD.**

**From – 22nd June, 2015 – 31st January, 2016**

* Provide high level secretarial and administrative support to two senior executives.
* Manage schedules and itineraries.
* Responsible to preserve relationship with clients to understand their requirements.
* Set up and maintain files and records.
* Handle internal and external calls.
* Liaise with senior management, clients, and external providers.

**Technical Furniture Industries L.L.C, as a Secretary cum Sales Coordinator in Ajman, U.A.E. From**

**07th December 2014 - 30th May 2015**

* Performing the role of sales Coordinator by managing day to day sales transactions.
* Maintaining database of the company’s sales & purchase clients.
* Maintain sales report and compile report from the sales team.
* Preparation & distribution of sales documents whenever required.
* Keeping track of E-mails received and handling telephone calls & messages.
* Daily communication with the employer regarding operations.
* Maintain efficient administration procedures.
* Maintain HR related documents and handling of ISO documents.
* Conduct meeting on timely basis.

**Oberoi Hotel – Nariman Point Mumbai, as a Sales Assistant in Tijori - Boutique**

**From 15th April 2014 - 25th August2014**

* Greeting guest.
* Managing the Store.
* Maintaining Daily Sales Report.
* Sending monthly sales report to the management.
* Stock Inventory.

**J.P. Morgan India Services Pvt. Ltd. As a Transactions Processing Specialist**

**From 14th June 2010 – 03rd May 2013**

* To Process transaction for the clients of JP Morgan CHASE both marketable and non marketable.
* Processing transfer free transaction, state deposits and physical certificate sale and purchases.

Knowledge of FED and DTC clearing houses for U.S.A

* Working for US securities trade Operations Team for Security Processing Dept. – Treasury.
* Monitoring client’s account properly to reflect actual position to the client.
* Responsible to update changes take place in regular procedure to keep all team members and supervisors on the same page.
* To make sure all the trades are processed well before market cut-off.
* The trade should settle in client’s a/c i.e. deliver or receive trade to avoid claims & ensure the trades are processed by end of the day.
* To co-ordinate with counterparts in Dallas and Tampa.

***Keys & Strengths***

* Customer management skills.
* Time management.
* Professionally trained.
* Decision making skills.
* Flexibility to accept change.

***Academic Qualifications***

* Diploma in Aviation, Hospitality, Travels & Tourism from Frankfin Institute of Airhostess training.
* Secondary (S.S.C ):2005

From St.Anthony’s convent High School, Maharashtra Board of Secondary Education, Mumbai.

* Senior Secondary (H.S.C): 2007

From Thomas Baptista Jr. College, Maharashtra Board of Secondary Education, Mumbai.

* Bachelor Of Commerce (T.Y.BCOM): 2010

From St.Gonsalo Garcia College of Arts, Commerce, Maharashtra Board of Higher Secondary

Education, Mumbai.

***Personal Details***

**Date of Birth:** 24TH August, 1989.

**Languages Known:** English, Hindi and Marathi.

**Nationality:**  Indian

**Passport Details:**

Date of Issue : 05/08/2013

Date of Expiry : 04/08/2023

I hereby declare that the above mentioned details are true to the very best of my knowledge.

***(Jil)***