**UZMA**

**PERSONAL INFO**

**Phone**

C/o 971505891826

**Email ID**

Uzma.378269@2freemail.com

**LANGUAGES**

**English**

**Hindi**

**Marathi**

**SKILLS**

**Leadership**

**Skill in MS Excel, PowerPoint, Word.**

**Vendor Management**

**Communication Skill**

**Strategic Planning**

**EDUCATION**

**SSC and HSC**

*Executive Assistant and Admin related work with 3+ years of experience working directly for management of the company. Possesses impeccable written and verbal communication skills and excellent interpersonal skills.*

2016-11 SOLITAIRE WORLD (CHORDIA GROUP)

Present Baner, Pune.

* Handling all work of Managing Director, booking air tickets, cabs etc., applying for VISA’s from agencies, submitting documents with summary,attending meetings, scheduling meeting, looking after all personal bill payments, preparing for the time table, preparing minutes of meeting, handling phone calls related to Managing Director.
* Follow up of Accounts and Legal department, handling admin department, filing documents, maintaining the records, taking caring for full office asset with Admin department, contribute to overall development, working with billing and planning dpt. for new projects.
* Taking care after Hotel’s daily sale, Getting AMC’c done for Elevator, DG set etc., looking for the maintenance team for 3 site, communicate with HOD’s on behalf of Management.
* Office event management.

2016-06RAVIMA VENTURES

* 1. Koregaon Park, Pune.
* Handling all work of CEO, booking air tickets, cabs etc., submitting documents, preparing for Minutes of Meeting, handling CEO related phone calls, explaining summary, looking for personal bills.
* Looking into HR department, appointing candidates for interview from Naukri Portal, salary process, Daily attendance.
* Looking after purchase department, ordering material for site, making PO, approving PO, Generating requisitions for material at site.
* Follow up of Sales, CRM and Marketing department, preparing for agreements, MOU and disbursal agreement.
* Getting involved into Admin Department, ordering Material for office use, Housekeeping, Maintenance for office, vendor management and finalization.

**UZMA ASAD**

**KHAN**

**PERSONAL INFO**

**Address**

Alps 404 , Nyati eternity, Undri.

Pune – 411060

**Phone**

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**Email ID**

Uk6643asadkhan@gmail.com

**LinkedIn**

www.linkedin.com/in/uzma-khan-92a119112/

**Twitter**

twitter.com/uak6643khan

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**Communication Skill**

**Strategic Planning**

2014-08MANTRA PROPERTIES2016-05Bundgarden road, Pune.

* Handling guests queries**, m**aintaining database and reports on daily basis,Sending daily report of feedback and database of the guest to the HOD,Handling speedy telephone calls,,meeting.
* Call up vendors, collect quotes, and fix up appointments with directors, handling admin department, daily check up on maintenance work in office, handling Admin staff which includes housekeeping staff, office boys, ensuring that guests get excellent service during their presence in organization.
* Maintain employee Muster, leave calculations and record updation, taking care of stationary, housekeeping, grocery/ crockery requisition,maintaining In Ward - Out ward Register, handling all site bills, making director’s weekly timetable.
* Preparing for MOM, submitting documents to the concern Director with summary,booking for international trip, checking out for Car status with Meter log book, sitting arrangement of new joiners with welcome kit.
* Software – Enterprise Resource Planning (ERP)

 -Payment

 - Debit Note creation

 - Vendor Creation

 - Raising Indent

 - Expenses

 - Advance

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