**Email;** [**harshita.388073@2freemail.com**](mailto:harshita.388073@2freemail.com)

**Executive Assistant / Office Manager**

aJune 2018 **Harmony Real Estate Broker LLC**

Till Date **Office Manager**

* Performing accounting tasks such as: processing payment, preparing invoice, payment voucher, receipt, cheque, etc.
* Maintain Proper filing of accounts documents for records & maintenance of customer data base.
* Liaising with the General Manager & developer once the deal is closed & confirmed.
* Manage all Marketing campaigns & Social Media of the company

Dec 2015 Air India SATS Airport Services Private Limited (AISATS)

Sep 2017 **Executive Assistant**

**Office Management**

* Taking dictations and transcribing into correspondence i.e. Letters, memoranda, official noting and reports for senior managers.
* Collection and preparation of MIS report along with collation of data for various departments.
* Take follow ups of the points discussed during the meeting for the timely closure.
* Verifying and cross-checking bulk of documents before SVP’s assent
* Preparation of PowerPoint presentations for Board Meeting, Group Meetings.
* Meeting and greeting visitors at all levels of seniority.
* Providing general administrative support to other senior executives.
* Sending a comprehensive report to the SVP of Monthly MIS of all departments of the point’s interest to the SVP.

**Management Information System**

* Monthly Performance Report
* Any other report of interest to SVP

**Travel Management**

* Responsible for managing Travel (Domestic and International)

**Expense, claim & reimbursement Management**

* Preparing expense settlement for SVP
* Preparing & approving expense authorizations, approvals. Ensure timely claims and reimbursements of the SVP.

**Meetings Management**

* Coordinating internal and external meetings, Audit Committee Meeting, Group Meetings, Monthly meetings, Weekly reviews, Project Partner review etc.
* Venue/Conference room blocking
* Circulation of the Minutes and Follow up for the timely closure of the agenda points.

Harshita



Based in Dubai and having a working experience of 3 years , I am very eager to work for an organization to grow and make every effort for the betterment of the company I am working for; Learning attitude, knowledge of UAE market & environment, and passion to work to grow are the key points for the goal achievement for me.

**Education**

**Graduation** – BSC(IT)- KU, Software eng.- NIIT, B.COM – DU

**Achievements**

* I have won several prizes at school level in the field of sports.
* Won the first prize in women doubles badminton in my organization

# Skills

* Multi-tasking
* MS office proficient
* Communication Skills
* Dealing with Clients
* Organized
* Target-Oriented
* Certified JAVA, Oracle, Mysql

**About Myself**

* DOB – 30 December 1993
* Nationality – Indian
* Languages – English & Hindi

**Calendar Management**

* Managing and maintain the executives' schedules and appointments.

**HR Roles and responsibilities**

* Taking interviews
* Panelist of Sexual Harassment

**Records Management**

* Manage personnel files of external and internal documents from government
* Handle documents that has to be on the front / put up on the desired date & day by the SVP
* Record keeping for the daily incoming/ outgoing documents. Manage minutes of the Board Meetings.

**Diary Management**

* Provide support to the Senior Vice President on maintaining and managing key projects meetings and the meeting location.
* Send Daily Reminders to the SVP for timely reporting in the meetings.

**Guest Management**

* Arrange airport pick up/drop off, accommodation.
* Organize business Lunch or Dinner.