EDNA

**Email** : edna-394501@2freemail.com

# CAREER GOAL

To join an organization that gives me an opportunity to showcase my skills and a passion to excel thereby making a positive contribution towards the growth of the company.

# QUALIFICATION

* **Executive Secretary Diploma** – Davar’s College of Secretarial Practice and Language Studies, Mumbai completed in June 2009
* **Third Year BCOM** – Lala Lajpatrai College of Commerce and Economics, Mumbai, completed in May 2004
* **Higher Secondary College** – Lala Lajpatrai College of Commerce and Economics, Mumbai, completed in May 2001
* **Certificate in Office Automation** – I.C.I.T Infotech , Mumbai completed in June 2000
* **Secondary School Certificate** – Sacred Heart School of Commerce and Economics completed in May 1999

# SUMMARY

|  |  |
| --- | --- |
| PROFILE | FEMALE, 34 yrs |
| NATIONALITY | INDIAN |
| CURRENT LOCATION | MUMBAI, INDIA |
| PASSPORT DETAILS | valid till 27 Feb 2028 |
| VISA TYPE | VISA ON ARRIVAL |

**WORK EXPERIENCE**

[ 18 JUNE 2018 TILL DATE ]

POSITION HELD – SECRETARY TO MS NISHA, PARTNER AND NATIONAL HEAD, COMPETITION LAW, MUMBAI

JOB ROLE:

* Travel bookings for national as well as international including tickets, visa

, hotel stay, local travel etc

* Scheduling appointments and meetings. Maintaining calendar on regular basis.
* Formatting of documents, letter head prints. Printing of various documents, making presentations on the Firms template.
* Scanning of documents & Filing of various documents depending on the matters
* Maintaining stationary requirements
* Filling timesheets on day to day basis
* Billing of various matters in co-ordination with the accounts department
* Email correspondence within the firm and with clients as and when required.
* Any personal work requested by the Partner
* Maintaining a record of all the travel and stay and billing the same to various matters
* Co-ordinating for new recruitments in the team with the human resources department. Assisting the HR team for maintaining files / records of the associates in the firm.
* Reimbursements for Partners travel, food or stay.
* Co-ordinating for booking of meeting rooms, Video Conference calls, attending clients in office. Arranging refreshments for clients etc
* Maintaining a record for payment to various senior counsels for various matters.

[ JUNE 2010 TILL 15 JUNE 2018 ]

POSITION HELD – SECRETARY TO PARTNER AND NATIONAL HEAD, COMPETITION LAW AND GENERAL CORPORATE LAW

JOB ROLE:

* Filing timesheets for Partner and Associates
* Making Travel Arrangements – National as well as International
* Drafting Letters and Typing Documents
* Filing of various documents according to the matters
* Arranging various meetings for the Partner. Maintaining calendar.
* Co- ordination with accounts team for various matter invoices
* Formatting minor documents, letter head prints, printing documents, making presentations on Firms template.
* Maintaining stationary requirements for the team
* Training the newly joined secretaries in the firm across various national offices
* Active participation in all Firms Activities
* Co-ordinating for booking of meeting rooms, Video Conference calls, attending clients in office. Arranging refreshments for clients etc.

[ OCTOBER 2007 – JUNE 2010]

POSITION HELD – SECRETARY TO SR VICE PRESIDENT JOB ROLE

* Attending calls and taking messages
* Fixing appointments for Boss, Maintaining calendar on day to day basis
* Co-ordinating for booking of meeting rooms, Video Conference calls, attending clients in office.
* Travel Bookings – National and International
* Scanning and Physical filing of documents
* Reimbursements, preparing memo for passing bills for various vendors and keeping a track of all payments.
* Drafting of emails, Internal correspondence with various departments.
* Taking dictation and typing

[ November 2004 – October 2007 ] POSITION HELD – TELEPHONE OPERATOR

JOB ROLE:

* Handling guest telephone complaints and feedback
* Giving wake up calls for guest and crew members
* Handling all guest request
* Arranging conference calls for guest, teleconferencing etc
* Handling messages for In house guests
* Knowledge about ATNT service i.e. dialling facilities for rooms, call barring, voicemail

[ MAY 2004 – OCTOBER 2004] POSITION HELD – CUSTOMER SERVICE REPRESENTATIVE JOB ROLE:

* Making calls on behalf of Chase Manhattan Bank U.S.A for the sale of Chase Credit cards.

# EVENTS / CURRICULAR ACTIVITIES

* Life Time Member of Indian Association of Secretaries and Administrative Professionals (IASAP)
* Secured 5th runners up at the 15th Indian Association of Secretaries and Admin professionals Contest held on August 29, 2015 at Grand Central , Parel , Mumbai
* Attended a Conference for Secretaries organized by Confederation of Indian Industry (CII), Mumbai.
* Active participation in elocution competition organised by Lala Lajpatrai College, Mumbai.

I hereby state that the above information is correct and true to my knowledge. Signed by: EDNA