Manju

Manju.96320@2freemail.com

**~ SENIOR CONFIDENTIAL SECRETARY ~**

~ *Leveraged skills in providing end to end assistance to Executive level professional, administration, MIS management, scheduling appointments and meetings and cross functional coordination with the ability to influence decisions ~*

*~ Result oriented professional with enriched proficiency in preparing talking points and presentations for ED to deliver in various business meetings/Seminars~*

***~ Highly skilled professional with 19 years of pioneering success and trusted service records ~***

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|  | **PROFILE ABRIDGEMENT** |  |

* Proven ability to work with senior management to integrate the administrative functions with-in the overall business operations strategies and achieve success in streamlining processes and capitalize growth opportunities
* Recognized for meticulous and perfect arrangement in preparing / organizing paperwork as needed for meetings, conferences, travel arrangements and expense reports; Articulately maintained office scheduling / event calendars
* Have clearly and effectively conveyed / presented information verbally – deft in disseminating information to other employees as appropriate; Ability to write in clear, concise, organized and convincing manner to targeted team members
* Enjoys a high capacity to learn new skills whilst objectively seeking new challenges, responsibilities and ways to develop an already extensive array of professional experience
* Known for utilizing time effectively and efficiently – Can concentrate efforts on important priorities along with attending to a broader range of activities as a result of organizing time; Success in marshalling resources – people, funding, materials for achieving results – ability to orchestrate multiple activities to accomplish a goal

***Personality Traits***

* Adapts a pragmatic approach to assess capabilities, identify limitations, evaluate & recommend winning solutions, positioning, presenting and selling work to clients and senior leadership
* A reasonable level of numeracy with a high standard of personal integrity and decisiveness; growth oriented, focused leader with proven results in expanding company’s footprint
* Visionary, Prudent, Team – Builder, Determination & Skills needed for manage staff, Easily Adaptable to any location, Ability to handle pressure keeping calm, Time Management, Analytical, A known Multitasker

***FOUNDATIONAL STRENGTHS***

* **Managerial Skills:** Leadership, Strategic Relationships Management, People Management, Executive Advisory & Decision Support, Team Building, Documentation , Liasing & Coordination
* **Functional Skills**: Executive Assistance ~ Event Management ~ General Administration ~ Drafting / Reporting, MIS / Documentation~ Organizing off-Site Meetings / Fixing Appointments ~ Arranging Travels, Visa ~ Conference management ~ Corporate Social Responsibility ~ Secretary Management

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|  | **CAREER REVIEW** |  |

***Jun 2007-Present with Jubilant Life Sciences Ltd, Noida as Senior Confidential Secretary***

*Assisting ED in broad variety of routine functions including interactions with Promoters and plant heads and Business heads of other units*

**KEY RESULT AREAS**

* ***Reporting*** : Preparing Daily reports and other office administrative records according to laid down procedures, policies and regulatory requirements on regular basis for the smooth functioning
* ***Administration***: Managing high level administrative support involving efficient handling of top and confidential correspondence, managing outward correspondences & internal office memorandum and management of document flow.
* Organizing office and designing systems to maximize operations and manage the entire spectrum of activities across providing facilities support to all the office staff; planning and organizing meetings and interviews while ensuring effective rendering of services to enable smooth flow of day to day operations and took minutes of the meetings.
* ***Senior Leadership Interactions:***Preparing agenda for the review meetings, drawing minutes of meeting, taking dictations and generating error free letters, fixing & scheduling appointments and preparing PowerPoint presentations; responsible for taking minutes of the meeting, making presentations executing all the administrative work, documentation and appropriately filing the confidential documents
* ***Public Relations & Liaison:***Accountable for overall relationship management and liaising with various authorities and departments for smooth operations while planning and implementing preventive measures to ensure smooth functioning
* ***Analytics:***Collecting, consolidating, analyzing and presenting data in form of monthly Dashboards to enable decision making by senior management; develop quick understanding of the business environment etc.
* ***Travel & Hospitality Management:*** Managing communication, maintenance of reports, documentation, email, phone calls while coordinating with other departments and providing all departmental activities; coordinating and managing with director’s forex currency and accounts during international travel
* ***Internal & External Communication:***Preparing agenda for the review meetings, drawing minutes of meeting, taking dictations and generating error free letters, fixing & scheduling appointments
* ***Procurement & Commercial:***Screening various quotations, telephone calls, attending visitors & directing various queries to relevant departments and minimize cost without quality compromise by negotiating with vendors
* ***Event Management***: Handling travel desk functions and conduct periodic audits to check the rates; manage the hotel bookings handling all event management ACTIVITIES, Organizing Meetings, Conferences, Making Travel Arrangements and Hotel Reservations for guests& Foreign Delegates.
* ***Corporate Social Responsibility & Environment Management***: Assisting Executive Director (CSR) in Program Management & Formulation (Planning, Work scheduling, Implementation, Monitoring & Supervision); visiting couple of organizations to extend CSR benefit for growth of their members
* ***Client Visits & Client Engagement***: Attending visitors, scheduling/maintaining day to day diary of Programme, arranging meetings/travel, accommodation and organizing and storage of important confidential data computer based information; Scheduling appointments, organizing travel, accommodation, conference & presentation arrangements and handling expense account related formalities

***Significant Highlights***

* Initiated cafeteria services and vendor development in which responsible for overall new vendor development, license and certification and other approvals acquired and received award for the successful completion of project
* Successfully organized annual manufacturing, supply chain and vendor meet and received best event organizer award for the year in 2014

***Oct 2005 – Jun 2007 with UFlex Limited, Noida as Executive Assistant***

**KEY RESULT AREAS**

* Organized Air Tickets and other travel assistance functions for CEO assisted in Visa and other travel related documents for CEO’s travel to Dubai (Jebel Ali) and other foreign countries
* Coordinated with works (Plant) and Custom House agents to ensure timely dispatches; organized and prepared MIS Reports of exports/domestic Marketing Status of all units
* Coordinated with Accounts department for payment realization and remittance of agency commissions and reporting to the Marketing Head of Films Divisions Unit
* Maintained track of Credit control system, stock position of Raw Materials and Finished goods in factory
* Drafted correspondence and undertaken necessary follow ups on various issues raised on day to day basis and other captioned subjects.
* Extended secretarial service to Senior President in the course of ensuring smooth functioning of the Organization
* Looked after other administrative arrangements like – travel, forex, visas, invitation letters, FICCI recommendation letters, team get together etc.

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|  | **PREVIOUS ENGAGEMENT** |  |

***Feb 99 – Oct 2005*** *with Naval Aviation Planning Group, Naval Headquarters, Ministry of Defence, New Delhi as* ***Administrative Executive, Government of India***

**Significant Highlights**

* Received Gold Medal and Award from ***The Chief of Naval Staff (Indian Navy)***for exemplary performance in specialized assignment in 2005
* Continuously ranked with an outstanding performance in annual appraisal review
* Actively participated in In-house ministerial cultural events during respective Raising Day

***Nov ’96 to Jul ’98*** *with Data Entry International (P) Ltd, Kerala* ***as Trainer***

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|  | **CREDENTIALS** |  |

**1997 Master of Commerce (Finance)** from Kerala University.

**1995 Bachelor’s Degree in Commerce (Accounting)** from Kerala University

***Training***

* Attended In-house Training programs by experts in Advanced Excel , Human Resource Information Software ,ERP system of BAAN, Effective Business Communication and Negotiation skills

**Date of Birth:**4th April, 1975

**Linguistic Abilities**: Excellent Verbal and Written skills in English, Hindi, Malayalam and Tamil

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