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| **JISHI** **JISHI.268746@2freemail.com****Administration Professional – Executive Assistant** |  |
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| A professional experience of 12 years in various fields, i.e. Administration, Telesales, and Marketing, which allowed me to grow and mature as an individual. A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced **in** coordinating, planning and organizing a wide range of administrative activities. A team player with a proven ability to work proactively **in**a complex and busy office environment. |
| **STRENGTHS** |
| * Ability to maintain confidentiality.
* Strong organizational, administrative, analytical skills and attention to details.
* Ability to handle diverse temperament people diplomatically.
* Self-starter, Self-motivated and Committed to meet deadlines & schedules
* Good communication and interpersonal skills.
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| **Areas of Expertise :****Administration - Executive Secretary/ Personal Assistant** Skilled in managing diary, scheduling appointments, recording minutes of the meeting, and organizing details of travel, accommodation Vendor Management –maintenance of all office supplies / services .Experienced in Travel co-ordination / Hotel Arrangement /city tours etc for executive staff Expertise in providing executive personal assistance, office management, secretarial and administrative support to management & employees to ensure service excellence.  Communicate with internal departments as well as all third parties to exchange information, coordinate activities, and promptly resolve issues. |
| **CAREER PROGRESS** |
| **Executive Assistant with Portfolio Financial Services Limited, Delhi****From October 2007 to March 2017.** |
| **Job Responsibilities** * Diary management and correspondence for the Vice President (VP). To organize both internal and external meetings and preparing the necessary documents. Electronic filing, type letters and memos.
* Suspecting & Tele calling for Trade finance Clients. Preparing proposal files for the discussion with various banks. Liaising with the team of bankers for timely pipeline reports on client developments. Updating & Maintaining Data on Internal Software.
* Dealing with incoming email, faxes and post, often corresponding on behalf of the VP
* Registration for conferences and other events, Coordinating schedules, accommodation and ground transport for management and other visitors.
* To generate expense reports of the VP and other team members
* Managing branch staff leave and the staff attendance system.
* Manage petty cash for offices. Stationery arrangements as well as business cards, gift items, office furniture. Coordination with the IT partner for the maintenance of IT equipment and software updates. Also ensuring that IT stationery is **in**stock.
* Overlooking the pantry and ensuring stocks are **in**place.
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| **Office Coordinator cum Secretary** with **Relocations Plc, Delhi From July 05 till Sept 07** |
| **Job Responsibilities** * Reporting to Director
* Making reports & presentations for various Real Estate Clients
* Drafting of Letters, Handling incoming / outgoing calls, correspondence and filling.
* Updating & Maintaining Data on Internal Software.
* Arranging meeting for Director with the prospective clients.
* Preparing Meeting Minutes.
* Preparing proposal files for the discussion with various banks.
* Monitoring inventory, office stock and ordering supplies as necessary.
* All other Office related Administration Works (Stationary, Transport etc.)
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| **Secretary cum Receptionist** with **Export Inspection Council of India, Delhi From June 04 till June 05** |
| **Job Responsibilities** * Reporting to Deputy Director (Technical)
* Screen telephone calls & direct them to the relevant person.
* Meet and greet all visitor into the office & welcome them professionally
* Provide refreshment and escort them to correct location.
* Arrange and prepare meeting rooms ensuring that they are presentable & professional.
* Maintaining employee's attendance and daily visitors Record
* Drafting of Letters.
* Sending and Receiving emails.
* Document Filing, Faxes & Photocopy.
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| **IT SKILLS**Proficient in MS Office Suite (Word, Excel, Access & PowerPoint), Internet & E-mail applications |
| **EDUCATION*** **EMBA (Operations)** from Karnataka State Open University. (KSOU).
* **Bachelor of Arts** (BA) from Delhi University
* **Secretarial Training:**  Diploma Course in Secretarial Training Programme with Office Management from Y.M.C.A, New Delhi.
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