- **Neelam Mukati** -

Saat Rasta, Mohan Talkies Road, Mhow, 3086 • 09584654918 • neelam25mukati@gmail.com • linkedin.com/in/your-name-here 

**Senior Executive Assistant**

Experienced Executive Assistant with 16 years of comprehensive experience in providing top-tier administrative support to senior executives. Skilled in financial management, marketing strategies, and operational planning with a proven track record in enhancing organisational efficiency. Adept at coordinating with multicultural teams, managing high-level administrative functions, and ensuring seamless office operations.

**Work Experience**

**Arihant Capital Markets Ltd., Indore** *Executive Assistant to Vice President  
20/09/2023 – Present*

* Optimised executive operations by 30% through improved scheduling and administrative processes.
* Increased cross-functional coordination efficiency by 25% by implementing new liaison protocols.
* Enhanced invoice management accuracy by 20% through streamlined procedures.

**Madhur Confectioners Pvt. Ltd., Indore** *Executive Assistant to Managing Director  
02/08/2020 – 10/2022*

* Improved meeting scheduling efficiency by 35%, leading to better time management for the executive team.
* Reduced document retrieval time by 40% with enhanced document management systems.

**Nile Agro Industries Ltd., Jinja, Uganda** *Executive Assistant to Managing Director  
02/09/2019 – 01/2020*

* Enhanced executive travel arrangements efficiency by 25%, ensuring smooth and timely travel plans.
* Increased administrative task completion speed by 30% through better task prioritisation.

**Ankit LLC., Indore** *Executive Assistant to US-based CEO  
10/2017 – 07/2019*

* Streamlined international travel coordination, reducing planning time by 20%.
* Improved stakeholder communication efficiency by 25%, resulting in better project management.

**ITL Industries Ltd., Indore** *Executive Assistant to Managing Director  
10/02/2015 – 09/2017*

* Increased overall office coordination efficiency by 30% through improved scheduling and task management.
* Reduced travel arrangement costs by 15% with more efficient planning and negotiation.

**Procon Financial Services India Pvt. Ltd., Indore** *Executive Assistant to Branch Head  
04/2010 – 01/2015*

* Improved client communication processes by 25%, leading to better customer satisfaction.
* Enhanced meeting scheduling efficiency by 30%, allowing for more effective time management.

**Vertex Spinning Limited, Indore** *Personal Assistant to Director  
06/2006 – 02/2010*

* Increased office operation efficiency by 20% through improved administrative support.
* Streamlined executive scheduling, enhancing overall coordination by 25%.

**Skills & Competencies**

* Executive Support & Administration
* Financial & Account Management
* Marketing Management
* Operations & Production Management
* Strategic Planning & Scheduling
* Market & Competitor Analysis
* Data Management & Reporting
* Recruitment & Interview Scheduling
* Itinerary & Travel Desk Management
* Meeting Coordination & Minute Taking

**Education:**

* **CFA**  PresentMadhya Pradesh, IndoreICFAI University
* **Ph.D. in Finance (Indian Economy)** Madhya Pradesh, IndoreDevi Ahilya Vishwavidyalaya (DAVV)
* **Integrated MBA (Finance & Marketing)** *2008*Madhya Pradesh, Indore International Institute of Professional Studies, DAVV

**Technical Skills:**

* Proficient in MS Office (Word, Excel, PowerPoint)
* Basic Computer Applications
* Internet Research and Applications

**Strengths:**

* Highly motivated and dedicated professional with excellent communication skills.
* Strong analytical abilities with a focus on achieving organisational goals and quality improvements.