** COURSE OF LIFE**

**PREETINDER RATTAN**

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**Seeking assignment for the role of Executive Assistant with Cooperation of my senior, who can give me a chance to prove my skills and my knowledge and give me new assignments.**

**CAREER OBJECTIVE**

**To obtain a challenging job and responsibilities where I can put my knowledge, experience & skills in making significant contribution to the growth of the company and grow simultaneously.**

**WORK EXPERIENCE: Currently employed with an Architecture Firm – A Sharma Associates**

**ROLE: Executive Assistant to Mr. Sharma (Founder & Principal Architect) & Manager – Conference: Hi-Aim Conference**

**LOCATION: NEW DELHI**

**DURATION: 19TH NOV 2011 TILL NOW**

**COMPANY PROFILE: Founded by Mr. Anil Kumar Sharma an Architect Graduate of IIT Roorkee 1982. A Sharma Associates is a professional Architectural consultancy firm offering services in the field of planning, architecture, interiors and building engineering. Approved and Catering Architectural services to Brands like IHG, Hilton, Hyatt, Marriott, Carlson Rezidor, Accor, Starwood Hotels & Resorts, Holiday Inn Group, Lords and Many other national and International Brands, A Sharma Associates has also provided consultancy services to commercial buildings, resorts, clubs, embassy buildings, industrial buildings, sports building and multi - family dwelling units.** [www.asharma.com](http://www.asharma.com)

**RESPONSIBILITIES:**

* Maintaining daily coordination with Mr. Sharma for appointments, meetings and calendar maintaining.
* Responsible for arrangement of Mr. Sharma’s travel schedule flight arrangements, hotel bookings, visa and medical insurance along with other important documentations.
* Responsible for maintaining utmost confidential documents, correspondences and personal information of Mr. Sharma
* Responsible for making Minutes of the Meetings, all the documentation and targets and assignments of associates architects and duly follow up with the team in case of Mr. Sharma’s absence
* Responsible for providing secretarial, clerical & administrative support to Mr. Sharma and our associate architects day to day to ensure smooth running of the office.
* Coordination with Clients, Friends and family of Mr. Sharma and updating accordingly through phone and emails
* Responsible for Carrying out HR activities, short listing the candidates as per the requirement (Architecture and Non Architecture), arranging interviews, salary negotiations, issuing offer letters, carrying our joining formalities with paper work, issuing ID cards, training to non architecture department and Grievance handling.
* Have also handled EPBX system in absence of front desk executive, taking messages, transferring calls and arranging call backs for all the employees. Receive and screen incoming calls and visitors, determine which priority matters are, and alert the executive accordingly.
* Maintaining attendance register, leave records, approvals of Bills, cash expenses, pantry department and office meetings with staff.
* Checking e-mails and correspondences on behalf of Mr. Sharma & maintaining all Office records.
* Maintaining all confidential Office documents including employee details.
* Coordinate and facilitate the executive's calendar to arrange appointments, meetings, and conferences.
* Performed administrative and secretarial duties, & perform related work as assigned by associate architects
* Inter departmental coordination (HR, Admin & other)
* Maintaining monthly office expenditure records in Excel Sheets and petty cash Expenses. Stationary management for the team.
* Review, proofread, and edit documents prepared for Mr. Sharma’s signature.
* Maintained database & directory of the Directors & typing out letters for Directors.
* Coordinate with vendors for proper servicing & payment received.
* Vendor management, billing, payments, complaints.

**ROLE UNDER PREMIER EXHIBITOR PVT LTD – FOR HI-AIM CONFERENCE + EXPOSITION**

**The concept of HI-AIM Conference + Exposition was initiated among few close industry friends namely Mr. Anil K Sharma and Mr. Romesh Koul to educate and spread the need of good and clean Architecture and bring out the practices that need to be prohibited. HI-AIM has been conceptualized to become a landmark forum for hospitality industry. It provides an enriching opportunity for the convergence of Hoteliers, Hotel**

**Brands and Hospitality related decision makers - Architects / Interior Designers on a common Knowledge Sharing platform to confer and exchange ideas on key issues and emerging trends in the hospitality industry. The 2-day event comprises a Conference-cum-Exposition. HI-AIM 2014 promises to be the most comprehensive industry trade show in the Indian Sub-Continent. The Conference will feature hospitality thought leaders and design trendsetters as key speakers and panelists. The Exposition will feature Top 50 quality brands that will showcase innovative products and services for the design and building of hospitality projects. The programs will include networking opportunities that allows one-on-one interaction between participants**. [www.hi-aim.in](http://www.hi-aim.in)

**RESPONISIBILITIES:**

* Inviting Mr. Sharma’s close friends and clients for Conference, emailing all the contacts about the dates and updates of the conference.
* Every year in the Conference there are 7-8 discussion sessions that are personally planned by Mr. Sharma and his close friends, after finalizing of the theme and the sessions, then the Heads of Hotel Brands are invited accordingly and requested for their participation in the topic
* Managing travel, lodging and boarding of all the invited Panelists & Guest of Honor.
* Emailer blast to all the contacts of the Hotel Industry for their participation paid/ complimentary
* Keeping track of payment from the participants, extending help to accounts exec for tracking of the payment from participants. Providing receipts, confirmation of the payment received and sharing latest updates on the developments, last minutes changes, cancellation, refunds and courier track.
* Responsible for the printing collateral of the conference – letter heads, envelopes, name tags and etc.
* Responsible for looking after all the arrangements of the Conference at the Venue

**PREVIOUS COMPANY**

**COMPANY: The Calculus – German Education Consultancy**

**Established since 1985, The Calculus is Asia's largest German Education Consultancy, based in New Delhi providing result-driven consulting solutions for students and educational Institutions.** [**http://www.thecalculusgroup.com**](http://www.thecalculusgroup.com)

**ROLE: HR & Administration**

**DURATION: Feb. ’11 to Aug. '11**

**LOCATION: Connaught Place, New Delhi & Faridabad, Surajkund  
  
RESPONSIBILITES**

**Recruitment & Selection**

* Getting Manpower requisition from the respective Department head & Involved in carrying out entire cycle of recruitment through recruitment and addressing the queries raised by the candidates and assessing the candidates in GD and HR interview. Carrying out verification activities of the shortlisted candidates from executive level to the top level.
* Vendor Management for Background Verification and Assessments before recruitments & handling complete recruitment cycle from manpower planning till hiring of all levels.
* Searching candidates according to the requirement through various recruitment methods such as Portals and Referencing
* Issuing Appointment letters and collecting the testimonials from the new employees & Introducing the new joiners to the respective Heads and other Team Members and regularly interacting with the new joiners and making them feel comfortable in the new environment.   
   **Employee Relations**
* Employee being the key resource, understanding their needs and addressing them at every stage through regular interactions by developing, building & maintaining relationship thereby facilitating them to be successful in the company.
* Employee confirmation, transfers, collecting the company property from the resignee, issuing the acceptance, relieving and absconding letters as and when required
* Conducting exit interviews. Enable employee retention through counseling. Providing feedback to the respective functions post exit interview to enhance the employee satisfaction and Reporting.
* Handle Employee Separation Formalities (full and final settlement, relieving & reference checks) of the employees.
* Required to take care of vendor management for HR and Admin related services that includes procurement of Background Screening service provider, Assessments service provider, Office supply service providers and other vendors related to office management

**ADMINISTRATION: -**

* EPBX Handling, Looking after Incoming and Outgoing calls, taking queries from clients, call forwarding to the respected department and taking messages from clients in case of absence of the concerned person.
* Taking care of entire office needs in terms of Stationery, Cartridges for printers, arranging helpdesk in terms of technical or computer related faults.
* MIS handling in terms of billing, taking approval from respected heads and forwarding to the vendors for payment & In charge of Petty Cash and its distribution
* Involvement in the Welfare Policies like Anniversary & Birth day Gift Distribution, Reward & Recognition etc & Maintaining attendance tracker of employees as well as trainees with duly following up of leave, suspension orders and claims on the behalf of employee and branch.  
    
    
  **COMPANY: Kotak Mahindra bank Ltd. (Wealth), New Delhi Nov.**

**Kotak wealth provides wealth management services to HNI Clients**

[**http://wealthmanagement.kotak.com**](http://wealthmanagement.kotak.com)

**ROLE: As Executive Admin Associate – HR & Administration**

**LOCATION: New Delhi**

**DURATION: Nov 2009 to Nov. 2010 (ON CONTRACT)**

**RESPONSIBILTIES:**

* EPBX Handling, Looking after Incoming and Outgoing calls, taking queries from clients, call forwarding to the respected department and taking messages from clients in case of absence of the concerned person.
* Taking care of entire office needs in terms of Stationery, Cartridges for printers, arranging helpdesk in terms of technical or computer related faults.
* Entirely responsible for Event Management, organizing of conferences, lunches and dinners for employees as well as for clients
* Taking care of travel bookings (train & plane), stay arrangement and cab services & MIS handling in terms of billing, taking approval from respected heads and forwarding to the vendors for payment and In charge of Petty Cash and its distribution
* Handling and co coordinating travel plans with meeting schedules of VP’s and AVP’s of entire north south region.
* HR coordination for forming out various activities, recruitments, interview sessions, handing out offer letters, carrying training and induction to staff joining on executive level, joining formalities and exit formalities policies and other rules and regulations.  
  Involvement in the Welfare Policies like Anniversary & Birth day Gift Distribution, Reward & Recognition etc and Arranging flowers, cakes and gifts arrangements for Kotak’s HNI clients
* Maintaining attendance tracker of employees as well as trainees with duly following up of leave, suspension orders and claims on the behalf of employee and branch.
* Organizing training schedules and various events for entire Kotak north and South regions  
  Also assisting guests at the front desk, maintaining coordination within the department catering to the needs of the employees and also coordinating with the vendors and suppliers for various needs and demands.

**EDUCATIONAL QUALIFICATIONS  
 BA from school of open learning D.U   
SSC with 62% from CBSE (Commerce).  
HSC with 65% from CBSE  
  
PERSONAL DETAILS  
  
Husband’s Name: Mr. Jaspreet Rattan  
Date of Birth: September 10, 1986  
Hobbies: Reading Novels, Practicing Yoga, Playing Badminton and listening to Music**