# SALMA ARA

624/12, Zakir Nagar, Okhla, New Delhi-25

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***Objective***

To obtain a position that will enable me to use my organization skills, educational background and abilities to achieve high career growth through a continuous learning process.

***Strengths***

# Positive Attitude

* Excellent Verbal and Written Communication Skills.

# Adaptability & Flexibility

# Honest and Hard-working.

# Confident & Smart worker

***Professional Experience***

***Current Organisation:***

**Arclights Eventz Network Pvt. Ltd.**

ArclightsEventz Network Pvt. Ltd. is an Event Management Company organizing education exhibitions in India.

**Designation: Sr. AdminExecutive/ Sr. Executive Assistant to MD**

**Duration of Work: 21st February 2012 – 28th March 2014**

*Previous Experiences:*

Organisation: Reinforced Earth India Pvt. Ltd.

Reinforced Earth India is a Private Limited company in India, and a wholly owned subsidiary of **FreyssinetGroup (France)**. The main activities of the company are Reinforced Earth® and Techspan® (precast arch structures). Besides, there are other precast products available.

Designation: Executive Assistant – Corporate

**Duration of Work: 1st December 2008 – 20th February 2012**

**Organisation: Cogent Media & Entertainment Ltd. (Cogent Group)**

Cogent EMR Solutions Limited,is a member of Cogent Group, a multifaceted group actively involved in Infrastructure, Real Estate, Radiation Safety Solutions, Telecom Infrastructure, Energy Conservation, Media & Entertainment, Wellness, International Trade & publication.

**Designation: Office Co-ordinator**

**Duration of Work: 15th July 2007 - 15th November 2008**

***Current Roles and Responsibilities:***

***Executive Assistant Profile:***

* **Assisting Managing Director in his work.**
* Calendar Managements, fixing appointments, organizing meetings.
* Preparing agendas and minutes of meeting and circulating it to all concerned.
* Handling of routine work of the office ,correspondence, couriers etc.
* Review and updating of project files/ company database.
* Arranging meetings and conferences, booking of venue etc.
* Checking, prioritizing and responding to e-mails.
* Handling of office Machinery, filing work and maintenance of records.
* Maintenance of list of documents and providing them as and when required.
* Independent drafting of letters and good efficiency with MS-Office.
* Maintaining confidential files and folders.
* Collecting and updating monthly/annual reports with informative charts/ graphs

***Office Administration/ HR:***

* **Handling administrative activities of the office**.
* **Managing Front Desk/ Reception area**.
* Travel and hotel arrangements for the staff.
* Dealing, Negotiating with Vendors and coordinating timely payments.
* Keeping details of all petty cash expenses with proper approvals from Director.
* Keeping a track of consumption of Household Pantry, sanitary, Medical requirements.
* Taking care of Insurance of Vehicles/ Employees/ Office etc.
* Booking venue for meeting/ seminar and arranging for specific requirements.
* To take care of reimbursement claims of personnel and taking approval from competent authority.
* To assist the manager in the full spectrum of human resource management and related functions
* Assist in developing, implementing, maintaining and reviewing of company policies, rules and regulations.
* Provide support for manpower planning, recruitment and selection process.
* Scheduling the Induction process for new employees, organizing training programs for employees, joining formalities of new employees.
* Updating and keeping record of leave and attendance.
* Conducting initial round of interviews, collecting required documents.

***Academic Qualification***

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| M.A.- Human Resource Management | JamiaMilliaIslamia | Duration : 2011- 2013 |
| Diploma in Modern Office Practice | Meerabai Polytechnic  (Under Govt. of Delhi) | Duration : 2004- 2007 |
| B.Com (Pass) | School of Open Learning, University of Delhi | Duration : 2004- 2007 |
| Senior Secondary | Jamia Sr. Sec. School | Year of Completion: 2002 |

# Personal Profile

* Father’s Name : Late Mr. Shafi Ahmad
* Marital Status : Single
* Language Known : English, Hindi, Urdu
* Date of Birth : 14th March, 1985

**Dated: - (Salma Ara**)