**BHARGAVI KRISHNA MOHAN**

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**In quest of a challenging Senior Managerial role that will fully leverage my experience & skills for fulfillment of organizational goals**

**Synopsis**

* High-level Admin/Executive professional with **over 12** years of experience and ability to anticipate needs, think critically and offer solutions to problems
* Hands-on experience in booking meetings, conference calls, travel, taking meeting minutes, writing reports, preparing correspondence and prioritizing items needing attention
* Proven ability to effectively prioritize work flow, exercise good judgment, show initiative and be proactive
* High standards of ethics and confidentiality to handle sensitive information; excellent interpersonal, written and oral communication skills
* Demonstrated ability to communicate effectively and professionally with internal and external associates
* Ability to plan, organize and schedule work flow to meet rigid deadlines
* Exemplary customer service skills with ability to identify needs, provide prompt response and exercise patience, respect and professionalism in all interactions
* Independently prioritize, plan, co-ordinate, organize, lead and monitor multiple organizational projects of a complex nature simultaneously and quickly adapt to changes in time frames
* Ability to exercise tact & discretion in preparing, handling and disclosing information of a confidential, controversial and/or sensitive nature
* Ensuring optimal utilization of resources leading to overall profitability

**Core Competencies**

* Secretarial Services to Management
* General Administration
* Time Management
* Meetings Management
* MIS Reporting
* Documentation
* Travel & Guests Management
* Relationship Management
* Strategic Planning & Execution
* Resource Management

**Career Summary**

| **CAREER PATH** | **DURATION** |
| --- | --- |
| **Executive Assistant,** Gandour India Food Processing | Nov’22 till Date |
| **Executive Assistant,**  Axiom Energy Pvt. Ltd. Hyderabad | Aprl’18 till Oct’22 |
| **Executive Assistant,**  Chiral Biosciences Ltd. Hyderabad | Aprl’16 – Mar’18 |
| **Operations. Executive,** Ria Fashions Offshore Hyderabad | Aprl’14 – Mar16 |
| **Hr. Executive,** Megha & Omega Group of Institutions.Hyderabad | Jan’13 – Mar’14 |
| **Accounts Executive,** Compose Impressions. Hyderabad | Jun’11 – Sep’12 |
| **Administrator,** ESEEED & DCAPL. PUNE | Jun’10 – Nov’10 |
| **Executive Communications & Hr,** Sarpuria Group. B’lore | Dec’05 – Aprl’07 |
| **Client Servicing Executive,** Ramakant Advertising. B’lore | Jun’05 – Nov’05 |
| **Brand Incharge,** Transasia Fine Papers Pvt.Ltd. Hyderabad | Feb’03 – Sep’04 |

**Significant Highlights:**

* Managing top official visits, agenda, itinerary & appointments
* Provide full support to MDs & Top Executives from related Entities during plant visit
* Editing Town Hall Speech & Proof Reading
* Vital link between the company and its Board of Directors, ensure all Board procedures are followed and regularly reviewed
* File / register all documents including forms, returns and applications by & on behalf of the company as an authorized representative
* Coordinate and organize meetings including notification to prospective attendees, set-up, pre and post meeting correspondence, follow-up, etc.
* Organize, prepare agendas for and take minutes of board as well as annual general meetings
* Deal with correspondence, collating information and writing reports, ensuring decisions made are communicated to all relevant associates thereby aiding in implementing decisions taken
* Prepare schedule of board and committee meetings for the year including agendas for these meetings in conjunction with the chairperson and key executives
* Ensure information on meetings is dispatched to all directors on time to enable them to prepare adequately for the same
* Ensure all board’s policies & instructions are communicated to relevant persons in the company and pertinent issues from the management are referred back to the board where appropriate
* Prepare annual reports ensuring statutory deadlines are met and statutory & regulatory disclosures are validated
* Assist in preparing business presentations including text, overheads and electronic presentations
* Provide for ongoing training of employees in emerging methods, trends, technologies and proper & safe work methods and procedures
* Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
* Assessment of customer needs and providing service
* Establishing and working on customer relationships, making regular follow-ups and closing the loops within target segment
* Content Development
* Handling Recruitment and joining formalities.
* Preparing Quotations
* Adept In Internet Research

**Noteworthy Credits:**

* Built excellent branding for Conqueror, with strong service and promotions in Hyderabad which is why was awarded a trip to UK for paper training in the first year of my service.
* Built excellent coordination amongst the different departments in Salarpuria which is why was offered some cash reward as a token of appreciation for my service.

**Technology Snapshot**

* Microsoft Office: Word, Excel, Power Point, Outlook |Internet Research | Data Entry

**Academic Dossier**

* **Bachelor Of Commerce Elective Computers** from Osmania University in 2000
* **Master Of Business Administration** from Osmania University in 2002

**Personal Vitae**

**Date of Birth:** 21st Jan, 1980

**Languages Known:** English, Tamil, Telugu, Hindi and Kannada

**Nationality:** Indian

**Permanent Address:** Hyderabad

**Preferred Location:** # C-104, May Flower Heights, Mallapur, Hyderabad,

Telangana, India

**References:** Will be pleased to furnish upon request

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