

R.VIGNESH REDDY

Executive Secretary

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karuchola edlapadu andhrapredesh

SUMMARY

Summary Highly driven engineering student with a solid understanding of Proficient in] and equipped with strong problem-solving and analytical skills. Demonstrated ability to work on team projects, meet deadlines, and apply innovative approaches to technical challenges. Passionate about advancing knowledge in to deliver sustainable and efficient solutions. Let me know if you'd like further refinements!

EDUCATION

karunya institute of technology& sciences

BB.tech Degree in Business Administration
2024-2028

SR junoir collage

intermediate schooling (MPC)
2022-2024

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence