**CURRICULUM VITAE**

1. Personal Data

Name : Binita Shaileshkumar Shah

Date of Birth : 29th October, 1988

Nationality : Indian

Marital Status : Unmarried

Language Skills : English, Hindi, Gujarati

Contact : D-1, Parul Pushpak Society, Near Zansi Ki Rani Statue,

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1. Objective

# Talented and self-driven Executive Assistant with 7+ years’ successful track record in providing support to all Senior level persons in the organizations. Hands-on experience in organizing meetings, coordinating with stakeholders and maintaining the executive’s calendars, Travel Management. Known as a passionate person who is willing to accept new challenges.

1. Education Qualifications

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| --- | --- | --- | --- |
| **Course** | **Grade / Percentage** | **School / University** | **Year of Passing** |
| M.Com. | 2nd Class | Gujarat University (N.C. Bodywala Collage as internal student ) | March,2011 |
| B.Com. | 1st Class | Gujarat University (H.A. Collage of Commerce as internal student) | March,2009 |
| H.S.C. | Distinction | G.H.S.E.B | March,2006 |
| S.S.C. | Distinction | G.H.S.E.B | March,2004 |
| English Stenography | 60 W.P.M. | G.C.C.Board (Lamington Institute of Commerce) | January,2011 |
| English Typing | 45 W.P.M. | G.C.C. Board (Lamington Institute of Commerce) | February,2011 |

1. Work Experience
2. **September 2017 to Present…**

Executive Assistant to CEO at Aculife Healthcare Pvt. Ltd. – Group of Nirma Ltd. – Ahmedabad

* Company Profile : Phrama Company with sub division like research operation, Contract manufacturing, Injectables, Medical Devise.

**Major Duties:**

1. Assisting CEO of the company in day to day work.
2. To co- ordinate with all HOD’s and collect all data’s and analyses the same and present it to CEO for approval.
3. To co-ordinate with clients for meeting and scheduling the same.
4. To arrange for travel (Domestic as well as International), ticket booking, hotel booking, forex arrangement.
5. Make Agenda of the meeting, Visit reports, Minutes of meeting.
6. To co-ordinate with HR team for the interview of candidate with CEO Sir (personal & distance locations).
7. Maintain meticulous records of all documents.
8. Filling of critical correspondence.
9. **May, 2016 to August,2017**

Executive Assistant to Director / Joint President at Cadila Pharmaceuticals Ltd. – Bhat Corporate Campus, near Dholka, Ahmedabad

* Company Profile : Phrama Company with sub division like research operation, Contract manufacturing, Herbal Division, Agro Division

**Major Duties:**

1. Assisting Joint Vice President in day to day work.
2. Collate data and prepare monthly updates on project progress.
3. Prepare reports for easy analysis by Senior Management.
4. Arrange for VISA/ Forex/ Air tickets for business travel for senior personnel.
5. Make other travel arrangements for official needs of senior personnel.
6. Organize meetings with clients with senior personnel.
7. Make Agenda of meetings, Visit reports, Monthly visit plans.
8. Organize VC for distant locations.
9. Prepare Job Description for various positions in department.
10. Organize Interviews and complete joining formalities for new joinee.
11. Maintain meticulous records of all documents.
12. Filling of critical correspondence.
13. Arrange for office equipments for smooth functioning of department.
14. Provide Administrative support for all functions.

1. **October, 2011 to May, 2016**

Executive Assistant to Managing Director and International markets yarn merchandiser at Acme International Ltd. – Ahmedabad

* Company Profile : Textile Import and Export and sourcing agency with start from Cotton, yarn, fabric, denim, hometextile, garments

**Major Duties:**

* 1. Assisting the Director(s) in his daily office routine and managing calendar and meetings.
  2. Calendar Management - Assist in ensuring prompt and effective follow up on all Internal and external meetings based on Calendar information.
  3. Preparing and present various business related presentations and preparation of MIS on monthly basis.
  4. Correspondence of the CEO’s Office (paper and electronic).
  5. Organizing Video Conferencing and Tele Presence meetings across the globe.
  6. Follow Up on Action Points generated in these meetings and ensuring their closure with updates.
  7. Travel Management: To schedule travel dates for Domestic as well as International tour, Arrange for Visa, Foreign exchange, Hotel /Vehicle Reservations and follow up with consequent post travel procedures.
  8. Bills Reimbursements - Maintain a check on business related requisitions & bills and to process by acquiring necessary authorizations and ensuring timely payments.
  9. Having speed of 100 W.P.M. currently in English Stenography and in Typing current speed is 65 W.P.M.
  10. Handling all the dictation work and drafting emails to customers and suppliers independently.
  11. Handling yarn marketing for the direct export countries like China, Dubai for cotton yarn.
  12. Responsible for the marketing and sales of yarn (Cotton, Pima, Supima, OE Yarn etc) in international markets.
  13. To work directly with customers to develop a sustained relationship and to ensure continued satisfaction by providing accurate and timely processing of orders from input through delivery.
  14. Having knowledge of import export shipping, documentation etc.

1. **July,2010 to September,2011**

Executive Assistant to Managing Director at Isani Associates

* Company Profile: Lawyer, Solicitors, Attorney, Advocates

**Major Duties:**

* 1. To take dictation for the appeals and taxation matters
  2. Having experience of E-filing of VAT Returns
  3. Can draft letter independently

1. Total Experience

Total work experience is 7+ years

1. Computer Skills

Packages **:** Ms-Office (Ms- Outlook, Microsoft Word, Ms. Excel, PowerPoint)

Operating System **:** ERP

1. Achievements

Got target achiever award 3 times for highest sell, containers & revenue for the markets like merchant exports & Dubai for textile products.