

Asha Malhotra

Mobile: +91-7678330727

E-mail: ashamunjal12@gmail.com

Current Summary

- 6 years 7 months of work experience of Executive assistant . Currently working as Executive assistant to Managing Director .
- Proficient in administering retail functions with involvement in sales & business development.
- Strong acumen of exploring new markets, standardizing operations, initiating and restructuring business activities for overall business growth.
- Team player with excellent communication skills.

Current Organization

(Executive Assistant) in Chiripal Poly Films Pvt LTD (Feb 2020 to Present)

- Prepare reports for a wide variety of company departments, such as accounting and human resources, using the entire Microsoft suite of software.
- Manage office operations and delegate tasks to administrative assistants.
- Initiate a new filing system on the cloud to gain optimal accessibility of information.
- Update office policies regarding business software and its use.
- Organize group meetings and seminars at the headquarters location.
- Write social media posts daily on behalf of the company for Facebook and Twitter.
- Write all routine executive office correspondence.
- Maintain files and contact lists on all executive mobile devices.
- Management support
- Provide calendar support and arrange domestic and international travel
- Team administrative duties
- Book meeting rooms, maintain team aliases, onboard new employees, coordinate office moves, order supplies & equipment, coordinate and execute team morale events
- Budget management
- Team OPEX discretionary budget updates, reconcile team expense reports
- Vendor/Partner management
- Onboard vendors, write SOWs, create Purchase Orders, manage invoicing
- Proactively manage the calendar of the General Manager, including scheduling with other Microsoft executives and external partners
- Planning and coordinating domestic and international trips end-to-end for the management team, including the proactive anticipation of any and all logistics and itineraries.
- Organized on-site meeting arrangements and schedules.
- Initiated a travel expense filing system with Excel spreadsheets.
- Made travel arrangements for executives and updated them based on changing schedules.
- Kept online filing systems updated as needed.
- Answered incoming calls and properly routed them according to office procedure.
- Made copies and transferred files to thumb drives as requested.
- Updated office supply ordering to optimize the supply budget.

Previous Organization

1. Worked as EA to VP at Kapalin Biosciences INC ., from Jan 2015 to Jan 2017
2. Worked as a EA to CEO at Kanik Electronics(Crompton Greaves India LTD) ., from Jan – 2017 to Jan 2019

Academia

BBA . from Himalaya University with 68% marks

12th from CBSE board with 67%marks

10th from ICSE board with 72% marks

Personal Details

Date of Birth: 22nd july 1995

Languages Known: English , Hindi, Punjabi and French .