

JOHNY KUTTY

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Career Objective

I am looking for a dynamic and challenging atmosphere where my knowledge and people skills can be fully utilized, which will lead to further opportunities for my professional growth and personal satisfaction.

Skills

- Calendar management
- Travel arrangement
- Meeting/engagement management
- Correspondence and record management
- Administration Task
- Confidentiality
- Relationship management
- Good verbal and written communication
- Excellent multi-tasking
- Excellent problem-solving skills
- Document Management
- Email Management
- Arranging & Scheduling Appointments
- Good Coordination with other departments.
- Proficient in MS Office

Work Experience

Organization: Miraclus Orthotech Pvt. Ltd.

Duration: 01-June, 2023 – Still continuing

Position: Executive Assistant to Managing Director

- Secretarial and Administrative Assistance to MD on day-to-day activities.
- Travel arrangements to MD and other team members.
- Calendar management, creating appointments for meetings.
- Arranging meetings and preparing MOMs.
- Sales team coordination for achieving monthly targets, payment collection, and follow-up with new customers.
- Follow up on generated leads for domestic and international clients.
- Preparing country capsules for exporting.

Organization: Cadila Pharmaceutical Limited

Duration: 04-June, 2012 – 27-February, 2023

Position: Executive Assistant

- Secretarial and Administrative Assistance to the President and HODs on day-to-day activities.
- Travel arrangements to the President, HODs, and other team members.
- Preparing PSA (Professional Service Agreement) and coordination with SM/NSM/HOD/President/Finance and disbursement of the cheque to the concerned SM. Also updating the Master file sent to the Marketing team for measuring business.
- Travel arrangements to doctors
- Coordination for preparing monthly TP/Ticket Requisition/Advance requisition and get it approved from HOD, VH & CEO
- Coordination for Doctors CME/RTM/CATHLAB Meetings with HOD/Marketing Head and Hotel Management/Travel Desk to book conference Hall, Air tickets, etc.
- Preparing IOM (Inter Office Memo) for Party Payment/field staff activity and coordination SH/Marketing Head/HOD/VH/Finance for timely submission and delivering the same.
- Coordination for Processing Conference payment and follow-up. Vendor registration if required.
- Coordination with Field Activity Advance and Expenses settlement process with Finance.
- Preparing Tour Expense Expenses of HOD/VH and submission to Finance
- Preparing Tour Report on HOD/VH
- Weekly updation of cadence
- Coordination for arranging internal meetings.
- Party Vendor Code creation in SAP
- Preparing Weekly Sales Dash Board

Organization: Surya Containers

Duration: 29 Nov, 2011 – 31 May, 2012

Position: Personal Secretary

- Self-correspondence
- Preparing Purchase Orders, Invoices, delivery challan, Gate passes, etc.
- Receiving client orders and overseeing production till delivery
- Field Co-ordination
- Collecting fieldwork reports from different divisions and compilation
- Replying to daily routing e-mail
- Travel arrangements
- Co-ordination with different departments
- Employees leave calculation & overtime

Organization: Cadila Pharmaceutical Limited

Duration: Dec, 2008 – 28 Nov, 2011

Position: Executive Assistant

- Taking dictation and its transcription
- Self-correspondence
- Preparing Tour Report
- Field Co-ordination
- Collecting fieldwork report from different division and compilation
- Replying to daily routing e-mail
- Travel arrangements
- Coordination with different departments.

Organization: United Engineering Works (Engine Parts Manufacturer)

Duration: 10th Aug, 1998 – 17th Dec, 2008

Position: Secretary to Managing Director

- Assisting Secretarial and administrative activities
- Assisting to Director in his day-to-day activities
- Self-Correspondence
- Internet surfing
- Attending Phone calls
- e-mail checking
- Systematically keeping files, e-mail ID, customer contact address, etc.
- Online Marketing /Finding New customers/Offering Stock.
- Sending e-catalog to new/old customers.
- Making Quotation, Price List
- Making Purchase Order
- Enquiry/Order follow-up
- Payment follow-up
- Order follow-up
- Air Ticket / Hotel Booking etc.
- Also looking for Pre-Shipping documentation i.e. Preparing Quotation, Proforma-Invoice, Invoice, Packing List, and obtaining Certificate of Origin and Form-A, etc.

Organization: Zydus Cadila

Duration: 30th Oct, 1995 – 7th Aug, 1998

Position: Stenographer

- Taking Dictation and its transcription.
- Systematically keeping files.
- Receiving phone calls in the absence of my boss and conveying the message.
- Answering field staff & doctors queries.
- Preparing Training materials i.e. Role Plays, Question papers, Notes, etc.
- Self-correspondence.

Organization: Core Healthcare Ltd Duration: -

Duration: 1st Sep, 1991 – 29th Oct, 1995

Position: Stenographer

- Taking Dictation and its transcription.
- Self-correspondence.
- Systematically keeping files.
- Receiving Phone calls.
- Preparing field Staff Appointment letters and Relieving letters.

Strength

- Positive thinking towards the goal & always ready to learn something new
- Hardworking and enthusiastic

Academic Qualification:

Graduation from Kerala University (B.A History Main).

Technical Qualifications:

- K.G.T.E. Typewriting English Lower
- K.G.T.E. Typewriting English Higher
- K.G.T.E. Typewriting Malayalam Lower
- K.G.T.E. Shorthand Course Completed
- Basic Computer Course Completed

Interests & Hobbies

- Painting
- Walking, Running, & Cycling,
- Meeting new people
- Driving

References

Available upon Request

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.