**MARIA RAJ DEVA**

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**Address:** 18, Sai Elegance Bunglows, Sarkhej-Dholka Road,

Near Vishwakarma Mandir, Kasindra, Dist: Ahmedabad 382210

Action oriented & result driven professional with 25 years of experience in assisting the Chairman, Managing Director, CEO, President, etc. of various well known organisation as an Executive Assistant, providing high-quality administrative and managerial assistance, scheduling meetings with business partners, financial institutions, government officials, making travel arrangements, organizing daily calendars, etc.

Use my extensive experience and perform duties that can have an effect on the success and profitability of a business thereby allowing the management more time to devote on important matters.

**Skills:**

* Excellent English communication both written and verbal (fluent with Hindi & Gujarati) and have the ability for self-correspondence on behalf of the management
* Multi-Tasking
* MS Office, Google calendar
* Good time management
* Go Getter Attitude
* Self-motivated
* Research Skills on internet
* Strong Interpersonal skills
* Good sourcing ability
* Administrative skills
* Coordinating audio/video conference calls worldwide.
* Creating and Maintaining Data base.
* Can travel if need be.
* Have also responded to RTI letters.
* Good Shorthand & keyboard speed

**Professional Record:**

**October 2014 till date:**

**Executive Assistant to Chairman & MD: Transformer Manufacturers, Ahmedabad**

* Provide high-quality administrative and managerial assistance to the top management.
* Check emails and arrange to respond on behalf of the chairman/MD.
* Scheduling meetings, making travel arrangements and organizing daily calendars.
* Setting business meeting agendas, sending memos, reviewing incoming reports.
* Responsible for cataloging and distributing information, assisting top-level business staff and arranging schedules.
* Dealing with foreign clients, day to day assistance to the CMD, Travel (domestic/International) travel and Accommodation arrangements, including procuring the visa for various countries, keeping records of various claims, credit cards, perks of the management etc.
* Acting as a first point of contact, receiving calls/visitors on behalf of the MD. Managing diaries and organizing meetings and appointments, often controlling access to the Chairman & MD.
* Attending Board Meetings, Budget meetings and other meetings as and when required so that implementation of the needful could be done on behalf of the CMD.
* Drafting minutes of the meeting. Proficient with short hand and hence can take down notes quickly and transcribe the same with ease.

**April 2011 to April 2014:**

**Executive Assistant to the Member Secretary-India Design Council & Director-National Institute of Design, Ahmedabad**

Reason for Change: Contractual/Assignment based

* Responsible for all incoming and outgoing emails, correspondence, coordination with various faculty heads for smooth operation and flow of information from the Director’s Office
* Coordinating and liasoning with internal & external people/govt.agencies and getting the required information.
* Record minutes of meeting with accuracy and submit the same to the members of the council.
* Maintain a record of various institutional membership
* Ensure publication material availability and updating of the same from time to time.
* Have also responded to the various RTI queries raised with regard to I-Mark.
* Responsible for domestic/international travel arrangements.
* Organizing the India Design Mark Events and its related activities and other conferences related to the Council’s programme.
* Facilitate all senior leadership meetings by planning agendas, previewing presentations and reports, ensuring readiness of presenters, and driving outcomes and follow-up plans.
* Assisting Foreign Expat of the International programmes exchanged with NID as per the MoUs

**March 2008 to March 2011:**

**Executive Assistant to the President & CMD : Sai InfoSystems (India) Ltd., Ahmedabad.**

Reason for change : Financial crises in the company.

* Support in preparing business strategies by generating data from the system
* Assist the CMD in his day to day activities.
* Recording and follow-up of the minutes of the meeting held by the CMD and various department heads.
* Travel/accommodation arrangements, etc.
* Keep a tract of his personal claims/reimbursements from the company.
* Payment of various personal and office bills, credit cards, etc.

**March 2007 to February 2008:**

**Executive Assistant to the Director : Centre for Health Education Training & Nutrition Awareness (CHETNA), Ahmedabad**

Reason for change: Project based assignment

* Assisting the director in her day-to-day activities.
* Arranging domestic and international travel and accommodation.
* Handling other programme related activities as per the instruction of the director from time to time, etc
* Take dictation and transcribe the same.
* Prepare reports of various programmes as and when required by the Director.

**June 2005 to February 2007:**

**Secretary to CEO & Sr.Vice President : The Sandesh Ltd. Ahmedabad**

Reason for Change: Better Prospects

Secretarial assistance to the CEO and Sr.V.P.Marketing with regards to travel, accommodation, accounts, arranging marketing meetings, appointments, scanning visitors, emails, correspondence, etc.

**May 2003 to December 2004**

**Secretary cum Administrative Assistant : International Organisation for Migration, Ahmedabad**

Reason for Change: Ahmedabad operations closed down and shifted to Hyderabad

* Assist the Mission Head in his day-to-day activity.
* Reception duties.
* Support the field staff in day-to-day activity.
* Attend all incoming and outgoing phone calls/visitors
* Make travel, visa and other arrangements for staff/visiting delegates.
* Hotel accommodation for traveling staff,
* Taxi/Vehicle bookings.
* Housekeeping of the office.
* Make logistic arrangements for NGO meetings/seminars
* Maintain all registers pertaining to various services.
* Check courier bills, vendor’s bills, and telephone bills for payment.
* Library Maintenance, subscription to new magazines, etc.
* Handling New Zealand Immigration Service Programme (NZIS)
* Handling Voluntary Assisted Return & Reintegration Programme (VARRP)
* Handling Return Information Fund (RIF) Programme.

**February 2001 to December 2003**

**Office Associate : United Nations Development Programme (UNDP), Ahmedabad**

Reason for change: Ahmedabad operation handed over to the Gujarat Government.

* Assist Team Leader and Manager in day to day functions/activities of the office.
* Set up office in Ahmedabad, Bhuj and Gandhinagar.
* Keeping a tab on expenses and generating expense statement, which were periodically sent to Delhi/Bhuj.
* Purchase/Procurement of various items and maintenance of accounts of vendors and liasoning with them.
* Maintaining petty cash expenses.
* Arranging travel/hotel accommodation/taxi for visiting dignitaries/staff
* Follow-up for work plan and progress report from various NGOs
* Basic office administration systems and logistics – Reception duties i.e. handling telephone calls, visitors, etc.
* Organizing and coordinating all activities for meetings/conferences with NGOs/INGOs
* Providing information whenever required with reference to UNDP activities.
* Independent correspondence and coordination between Bhuj/Delhi and Gandhinagar office.
* Maintenance of office vehicles and library material

**June 1995 to November 1999**

**Secretary to Assistant Vice President : Gujarat Venture Finance Limited**

Reason for Change: We shifted to Nepal

* Keeping a record of all incoming/outgoing mails of AVP
* Coordination between various departments, record keeping, visitors’ appointment, etc.
* Travel/hotel arrangements.
* Managing personal matters of the AVP like loans, salary details, leave records, income tax, membership with professional organization, credit card, personal claims, etc.
* Getting the company registered with various institutions/renewal of membership of the company
* Taking dictation and transcribing the same

**1991 to 1993**

**Secretary to Vice President: Torrent Gujarat Biotech Ltd**

Reason for Change: Office shifted to Masar, Vadodara

Job responsibilities were similar to the ones mentioned above

**1980 to 1989**

**Stenographer : Crompton Greaves Limited, Ahmedabad**

Reason for Change: Personal.

Taking dictation and transcribing, keeping leave record of the staff, routine administration and secretarial duties

**Educational Qualification:**

Convent educated in English medium.

Completed B.A. (I) through S.N.D.T., Mumbai

Diploma in Secretarial Course : St.Xavier’s Jivan Vataika Institute, Ahmedabad

Certificate from MPL Info scribe for Medical Transcription

**Present salary: CTC 6.87 (2018 appraisal due)**

**Expected salary: Negotiable**