



Danish Nazeer

Executive Assistant

Meticulous, task driven Executive Assistant with 7+ years of administrative experience in managing client-centric office operations. Equipped with exceptional ability to facilitate all aspects of internal and external communications, support the day-to-day administrative, financial, and operational functions by working collaboratively with C-level executives. Proven talent for aligning business objectives with comprehensive administrative knowledge to achieve maximum operational impacts, conserve time and boost efficiency.

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Jamshedpur, Jharkhand

AREAS OF EXPERTISE

File Maintenance

Schedule Management

Time Management

Organizational Skills

Budget Management

Influential Negotiation Skills

Efficient Calendar Management

Client and Employee Relations

Workforce Mentoring & Coaching

Leadership Skills

Multitasking

Discretion

Communication Skills

Diary Management

Attention to Detail

Event Coordination

Technical Savvy

Expense Management

Telephone Management

Work Experience

Senior Administration Officer

Ciano Trading & Services

04/17 – Present

- Served as Executive Assistant to the CEO, Executive Vice President of Global Operations, and their management teams.
- Managed and assisted with large corporate functions of 1200+ people including client conferences, sales and service training, annual company kickoff, service development events, and team off-sites.
- Tracked and reported budgets and registration for large events of up to €300k.
- Coordinated internal client and team meetings, team dinners, and office events/parties.
- Submitted expense reports/purchase orders in ODOO and assisted with the preparation of presentations.
- Coordinated extensive domestic and international travel for C-level executives and sales and marketing teams.
- Researched and secured alternative vendors to reduce firm operating costs.
- Tracked equipment and managed capital purchases for new hires.
- Oversaw office upgrades and assisted with the company's move.
- Provided heavy calendar management for two C-level executives.
- Partnered closely with other executive assistants for cross-departmental projects and support.
- Led the “Shabashi Istantaneo” and “Out and Here” volunteer committee for the Eastern and Central African office, organizing up to ten activities per year.
- Directing calls and meetings from various departments to concerned persons.

Administration Officer

Satguru Tour and Travels

12/14 – 01/17

- Oversaw daily office operations of 50+ employees and two fellow assistants.
- Provided administrative support for CMO and Regional Managers.
- Followed through on timely and accurate month-end closings and financial reporting.
- Liaised with accounting to ensure accurate purchase order and invoice processing in ERP system.
- Managed \$1 million+ a year in expense reports and maintained client budget trackers.
- Created staffing allocation spreadsheets to improve monthly forecast goals.
- Reduced company operations costs by researching and securing alternate vendors.
- Managed capital purchases for new hires and tracked equipment.
- Managed company's move and helped to oversee office renovations.
- Coordinated extensive domestic and international travel for C-level executives, managers and team members.
- Organized off-site company meetings, parties, and senior management retreats.
- Assisted in developing presentations for new business pitches.

Assistant Manager – Customer Relations

Sundaram Finance Pvt. Ltd.

04/14 – 10/14

- Understood and analyzed customers' needs regarding financing their vehicles.
- Provided customers with options to finance/re-finance their vehicles.
- Converted queries into sales and collected installments for the same.
- Maintained CRM daily.
- Coordinated with sales team to increase sales figure for the branch.
- Monitored sales personnel for expanding the firm's reach in urban/rural areas, etc.
- Prepared & maintained cashbook.
- Assisted in back-office work.
- Made sure that uninterrupted flow of funds happens to automobile dealers.
- Maintained balance figures for various automobile dealers, etc.

Achievements

- Increased efficiency level for the back-office department in Sundaram Finance and achieved record sales for John Deere tractors among all branches in the western region of India.
- Devised and effectively applied new measures to reduce employee and branch costs in Satguru Tour and Travels and Ciano Trading & Services.

Education

- MBA in Human Resources
Jharkhand Rai University, Ranchi
2020-2022

IT Skills

- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications.
- ODOO (CRM).

Personal Details

- Date of Birth – 23rd August, 1990.
- Languages known – English (Proficient), Hindi (Proficient), Italian (Basic) and German (Basic).