

PROFESSIONAL SUMMARY

Seasoned **Senior Executive Assistant** offering extensive experience supporting **C-category leaders** in fast-paced corporate environments. Proven track record of adeptly **managing schedules**, coordinating **high-level meetings** and **events**, and facilitating seamless communication between executives, departments, and external stakeholders. Proficient in handling **confidential information** with discretion and executing tasks with precision to drive **organizational efficiency and success**. As a key management personnel, I am entrusted with the responsibility of **handling Board and Annual General Meetings**, ensuring seamless proceedings and **effective stakeholder communication**. With a global workforce exceeding 8500 employees, my role is integral in supporting the Chief Corporate Affairs Officer and advancing the firm's objectives.

SKILLS

- C suite level Communication
- Confidentiality
- Organization and Time Management
- Interpersonal Skills
- Professionalism
- Attention to Detail
- Initiative and Proactivity
- Technical Proficiency

WORK EXPERIENCE

"Seasoned professional with over 20 years of experience in senior executive assistance, project management office, and procurement roles. Expertise in providing comprehensive support to C-suite executives, managing complex projects, and optimizing procurement processes. Proven track record of driving efficiency, maintaining confidentiality, and delivering exceptional results in fast-paced environments."

Syngene International Private Limited

Senior Executive Assistant • 2023 - Present

- **Calendar Management:** Efficiently organize schedules and appointments to maximize productivity and prioritize tasks effectively, ensuring smooth workflow and timely completion of commitments.
- **Event Management:** Seamlessly coordinate all aspects of events, from planning and logistics to execution and post-event evaluation, to deliver memorable experiences and achieve desired objectives.
- **Travel Management:** Facilitate hassle-free travel arrangements by handling bookings, accommodations, and transportation logistics, ensuring comfort, convenience, and cost-effectiveness for travelers.
- **Resource Management:** Optimize personnel and material allocation to enhance productivity and minimize waste, balancing workload and resources effectively to meet project goals and deadlines.
- **Crisis Management:** Respond swiftly and effectively to unexpected challenges by implementing contingency plans, coordinating resources, and communicating transparently to mitigate risks and minimize disruptions.
- **Digital Screens Updates:** Create and update engaging content for digital screens, utilizing captivating visuals and compelling messaging to inform and engage audiences effectively in various environments.
- **Science Corner Page Updates:** Keep the Science Corner page current and informative by curating timely articles and updates on scientific advancements, captivating readers' interest and promoting understanding of complex topics.
- **SOP Creation:** Develop detailed Standard Operating Procedures (SOPs) to establish clear protocols and guidelines for processes, ensuring consistency, compliance, and efficiency in operations and workflow.

Sabre Travel Technologies Pvt. Ltd.

Senior Procurement Specialist • 2015-2023

Drive:

1. Lead SOX audits for Procurement operations, ensuring thorough compliance assessment.
2. Collaborate with cross-functional teams to gather necessary documentation and evidence for audit purposes.

Policy adherence:

1. Develop and maintain comprehensive procurement policies and procedures in alignment with industry regulations and organizational objectives.
2. Conduct regular reviews and updates of procurement policies to reflect changes in regulations or business requirements.

Gaps:

1. Conduct thorough assessments of procurement processes to identify any gaps or weaknesses in controls or procedures.
2. Collaborate with stakeholders to prioritize and address identified gaps through process improvements or policy revisions.

Monitor:

1. Establish key performance indicators (KPIs) to track procurement performance metrics such as order fulfillment time and compliance with requisition processes.
2. Implement monitoring tools or systems to track procurement activities in real-time and identify any deviations from established processes.

Dell Services

Sr. Project Management Office • 2006-2015

• PMO Coordinator:

- a. Oversees project implementation, ensuring smooth execution of plans.
- b. Manages change effectively, adapting processes to evolving requirements.
- c. Coordinates production support activities, ensuring continuous operation.
- d. Collaborates with stakeholders to align project goals and objectives.

• Responsibilities include:

- a. Providing valuable project management assistance to ensure tasks are completed on time.
- b. Efficiently managing contracts and accurately reporting billing information.
- c. Tracking defects, maintaining systems, and conducting thorough testing procedures.
- d. Facilitating communication and collaboration among team members and stakeholders.

• Involvement in:

- a. Leading initiatives related to corporate social responsibility, fostering a positive impact on communities.
- b. Seeking candidates with exceptional organizational and communication skills, crucial for effective project coordination.

LANGUAGES KNOWN

- 1) English -- Expert
- 2) Hindi -- Intermediate
- 3) Kannada -- Intermediate
- 4) Tamil -- Intermediate

CERTIFICATIONS

ITIL V3 Course

Hewlett Packard

Secretarial Course

Davar's College

HOBBIES

Hobbies include Gardening, Listening to Music and Sewing.

KEY PROJECTS

- 1) BIA and BCP plan for the organization across regions.
- 2) Crisis Directory for the organization.
- 3) 30th anniversary celebration across locations.
- 4) Standard Operating Process for the organization across department.