

SENIOR LEVEL PROFESSIONAL - Executive Assistant**Data Research & Analysis ✕ Office Management ✕ Administration**

A competent professional with 17+ years of experience; can be headhunted for senior level position with an organization of repute; industry exposure: Retail / Entertainment/ Management Consultancy

PROFILE SUMMARY

- A dynamic Executive with comprehensive experience of over years in institutions predominately in rendering assistance to top executives of the levels of CEO and Vice President.
- Demonstrated expertise in managing entire administrative activities relating to CEO/President/Chairman/Director's office - travel arrangements, self-correspondence, record keeping, issue of office orders and keenness to take on challenges that go along with the job.
- Expertise in providing administrative support which includes travel logistics, coordinating meetings, and liaison
- Instrumental in expanding members in Fractal by six times from 70 people
- Made significant contribution in handling various aspects of back office operations while providing administrative support to the organisation for smooth management of the operations.
- Capable of handling a wide range of office functions entailing business and commercial correspondence, billing & invoicing while consistently producing top-quality work.
- Hands-on experience in management of infrastructure, facilities, & functions to ensure bottleneck free operations.
- Excellent temperament to multi-task and coordinate various activities under high pressure and time constraints. Analytical abilities & creativity to build-up competitive advantage and contribute to the growth of the business

CORE COMPETENCIES

Office Management
Calendar Management
Office Administration
Vendor Management

Administration
Travel Management
Liaison & Co-ordination
Induction

Correspondence/Filing
Logistics Support
Server Administration
Resource Management

CAREER HIGHLIGHTS

- Successfully completed Lean Six Sigma Green Belt Course
- Nominated as Fractal Elite (Top Performer) in 2012
- Actively participated in event management & release of the movie "Traffic Signal" by Madhur Bhandarkar in Percept Picture
- Distinguished efforts in the procurement of furniture & fixtures for all upcoming new stores in Pantaloon Retail
- Efficiently managed Mumbai office operations & administration Hill & Associates in association with expats
- Successfully ensured cordial coordination with clients & vendors for export of marine products in Whitefish Impex

ORGANIZATIONAL EXPERIENCE

Aug'07 - till date: Fractal Analytics Pvt. Ltd.

Growth Path

Aug'07 - Oct'15: Executive Assistant / Senior Manager to CEO

Oct'15 till date: Senior Manager, Human Capital

Role:**As Executive Assistant**

- Handle open library by using Slim Software System for Mumbai and Gurgaon offices
- Collate business metrics such as NPS (Net Promoter score which indicates service levels) on a timely basis
- Maintaining smooth functioning of the Chief Executive Officer's activities & initiated various functions including managing diary, daily reporting, planning and follow up.
- Assisting the senior management in day-to-day work and maintaining all the personal records
- Performing secretarial functions in terms of - preparing agenda for the meeting, providing logistics support, taking dictations and generating error free letters, fixing & scheduling appointments, coordinating with different divisions and external agencies.
- Sorting, screening & prioritizing incoming mail (by email/post/fax), drafting responses to correspondence as required.
- Veteran in the task of managing all travel commitments of the CEO including scheduling appointments and all related arrangements.