



ANJALI MALHOTRA
C-1611, ANSAL'S PALAM VIHAR
GURGAON – HARYANA
MOBILE # 9212556677

Objective

To Pursue responsible and challenging career in a reputed organization with professional environment and good growth, contribution to the best of my ability

Qualification

- Accomplished executive assistant offering 22 years of administrative experience reporting to a VPO, CEO and other top executives.
- Graduate (B.A. Pass) from Delhi University
- Bachelor of Education – Singhanian University
- One year Diploma in hotel reception & Book keeping
- Diploma in personal grooming & hygiene
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook)

Professional Experience & Accomplishments

- Presently working with G D Goenka Signature School as EA to Director Principal Since December 2022
- Worked with EURO International School as Executive Assistant to Principal Jan 2020 till October 22
- Worked with GEMS Education as Executive Assistant to Executive Principal / Vice president- Education since September 2012 till September 2019
- Worked with Indigo Design & Engineering Associates Architects|Planners|Designers) as Executive Assistant to MD 2009 - till August 2012

- Worked with Nippon Koei Ltd.(Japanese MNC) as Secretary Administration group 2004- 2009
- Worked with the Claridges as a guest relation executive from April 1995 – August 2003

Key Accountabilities

1. Daily Admin

- Closely supporting the principal, work alongside her in providing assistance with her busy schedule,
- Anticipating documents, support and correspondence that may be required for upcoming meetings and events.
- Supporting the Principal by providing a comprehensive, fully confidential and efficient administrative and personal assistance service.
- In going about all duties and communications uphold the vision, values and high standards of organization, by demonstrating unfailing integrity and professionalism at all times.
- Receive all incoming telephone calls for the Principal, screen and make phone calls or emails on behalf of the Principal. Ensure only important relevant calls are transferred; all other calls are dealt with by the appropriate personnel or referred to the Principal in a timely manner.
- To open, prioritise, and discuss all mail correspondence with the Principal, taking timely appropriate action as described by the Principal.
- To produce documentation required by the Principal, working to short deadlines, ensuring all documents are fully, timely and accurately completed.
- To compose and send out routine letters as directed by the Principal and respond on the Principals behalf to straightforward correspondence (including e-mails).
- Provide an effective and efficient office support function for the Principal, taking independent and pro-active action where appropriate to resolve administrative matters
- Directed and conducted various events, competitions, Assets & Olympiads

2. Diary & Calendar Management

- Arrange the Principal's diary, Calendar, appointments, meetings and acting as a gatekeeper by managing and redirecting any requests that are not an immediate Principal priority.
- Arrange appropriate hospitality, taking minutes if necessary and any follow up action as required for any meetings.
- Maintain an accurate up to date diary & Calendar, enter all events and appointments and notify the Principal of upcoming events, meetings requests. Pre-empt any relevant documentation, support and or correspondence that may be required for meetings and events.
- Arrange itineraries, travel and accommodation as required

3. HR / Recruitment

- To manage the recruitment process for the appointment of teaching staff through liaison with the Principal.
- To produce all appointment documentation, e.g. employment agreement for newly appointed staff. Ensuring appropriate payroll,
- To produce all relevant documentation with any changes to current teaching staff change of employment details.
- Work with the HR Manager on the recruitment and appointment of all staff
- Coordinating the school's staffing needs, the needs of employees and the will of administrators.

4. Event Management

- To play a key role in the organization of large school events as requested by the Principal
- Ensuring the schedule of organizing such events is well documented and an evaluative review of such large events is held shortly after the completion of each event.

5. Accounting Support

- Initial screening of invoices from vendors and expense claims of employees.
- Initial screening of the expenses for payment as per company policies.
- Proper documentation and filing of records and invoices.

5. Other

- To determine and manage the Principal's filing and information retrieval systems.
- Providing the documentation for the Principal at the time of a meeting and or suspension.
- To maintain sound and appropriate networks and links with the wider school community including SLT, PTA.
- In conjunction with other internal staff work towards continual improvement with processes.
- To perform any task or duty under the reasonable direction of the Principal

Awards & Recognitions

- Twice Awarded as the **"Best Employee of the Month"**

Active participation in sports activities

Language Known

English & Hindi

Interest

Traveling, Music & Reading Books

Strength

- Innovative & Logical thinking
- Believe in teamwork and ability to lead team
- Believe in quality output

Personal Profile

Date of Birth 13th January 1975

Marital Status Married

(ANJALI MALHOTRA)