



SHIRLEY SMIT

CONTACT DETAILS

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CAREER OBJECTIVE

Seeking an Executive Assistant profile and to contribute my efforts through hard work, dedicated, creative and sincerity and to deliver the result-oriented output towards the goal of a progressive organization.

SKILLS & COMPETENCE

Attention to details
Calendar management
Confidentiality
Coordination
Correspondence
Database management
Multi-tasking
Organizational skills
Positive attitude
Problem solving
Time management
Travel arrangements
Work independently

EDUCATION

BBA from EILLM University
(2010 to 2013)

Certificate in Computing from IGNOU
(Jan 2000 to June 2000)

PROFESSIONAL SUMMARY

Having 15 year's broad-ranging experience providing executive support across FMCG, Logistics, NGO and Service sectors. Highly organized and detail-oriented, with a proven ability to manage business office functions, provide executive-level support, and facilitate smooth operations and successful project deliverables. Thrives on diverse challenges and maintains confidentiality, tact, and diplomacy when handling sensitive issue resolution. Self-starter and quick-learner who always exceeds expectations.

WORK EXPERIENCE

Executive Assistant cum BDM to Director

Manpower Consulting Firm, Delhi, India

Industry Type: Services

Duration: 6 years & present (June 2016 to current)

Executive Assistant to AGM

G.D. Foods Mfg (I) Pvt. Ltd, Delhi, India

Industry Type: FMCG

Duration: 2 year & 7 months (Dec 2013 to June 2016)

Secretary to Country Head

Rogers Logistics India Pvt. Ltd. Delhi, India

Industry Type: Logistics

Duration: 4 years & 5 months (July 2009 to Nov 2013)

Secretary to General Manager

Hind Agro Industries Pvt. Ltd., Delhi, India

Industry Type: FMCG

Duration: 2 years & 2 months (June 2007 to July 2009)

Typist cum Clerk to Centre Head

The Leprosy Mission Trust of India, Noida, India

Industry Type: TRUST / NGO

Duration: 1 year & 6 months (Jan 2006 to June 2007)

OVER ALL JOB RESPONSIBILITIES

DOCUMENTATION:

- Maintain effective records.
- Attending meetings and prepared MOM as and when required, making agenda, minutes circulating and tracking to make sure that the relevant tasks are performed as per the target dates given.
- Producing reports and presentation as & when required, including presentations for the meeting.

HOBBIES

Travelling
Photography
Reading Books
Listening Music
Love to play Chess

PERSONAL DETAILS

DOB:08/08/1982
Gender: Female
Siblings: None
Religion: Christian
Place of Birth: Delhi
Nationality: India

FAMILY DETAILS

Mother's Name: Mrs. Julie Smit
Father's Name: Late. Mr. Imar Smit

SCHEDULING & CALENDAR MANAGEMENT:

- *Strategically organize internal and external meetings, events and tasks to optimize executive's time with respect to priorities, goals and objectives.*
- *Prioritize conflicting need, handle matters expeditiously proactively and follows-through.*
- *Contacting potential clients and arrange meetings.*
- *Planning and overseeing new marketing.*
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- *Researching organizations and individuals to find new opportunities.*
- *Increase the value of current customers while attracting new ones. Developing quotes terms for clients.*
- *Negotiate contract terms with clients.*

COMMUNICATION:

- *Arrange business meetings with prospective clients*
- *Act as an extension of the Director while working closely with senior management & to present on his behalf.*
- *Providing confidential executive-level support to the Director*
- *Build long-term relationships with new and existing customers.*
- *Coordinate executive communications, includes taking calls, responding to emails and interfacing with clients.*
- *Act as the point of contact between executives, employees/clients/candidates.*
- *Facilitated internal communication.*
- *Develop and sustain a level of professionalism among the employees/clients/candidates.*
- *Handles smooth-running of the office, working both on a one-to-one basis with executive but also a wide basis with internal and external clients.*

TRAVEL MANAGEMENT:

- *Travel arrangements of Director with detailed itineraries (Visa, tickets, accommodation, food, local contact and transport, invoice etc.)*
- *Complete business documents for travel-related meetings.*

INTERVIEW & ORIENTATION:

- *Interview scheduling with leaders and cross-functional teams*

(SHIRLEY SMIT)