

SHIKHA CHAUDHARY

Executive Administrative Assistant



+91 92059 06915



shikhaarun93@gmail.com



NOIDA, Uttar Pradesh 201309

CAREER OBJECTIVE

Highly organized candidate experienced in providing comprehensive clerical and administrative support. Proven track record of managing daily office operations, coordinating calendars, scheduling appointments, and handling incoming and outgoing calls. Adept at creating and maintaining filing systems and using office software applications. Committed to providing outstanding customer service, and ensuring the accuracy of administrative tasks.

SKILLS

Advanced MS Office Suite Proficiency

Administrative Management

Master Calender Management

Meeting Support

Travel Planning

Client Requirements

Budgeting and Expense Reports

Manage Executive Schedules

EXPERIENCE

EXECUTIVE ADMINISTRATIVE ASSISTANT, NOIDA, UTTAR PRADESH

DEVALKO INDIA PRIVATE LIMITED, January 2019–Present

- Monitored and maintained executive files and records.
- Compiled and analyzed data for executive decision-making.
- Answered phones, handled calls, and fielded appointment requests to assist supervisors.
- Developed and prepared meeting agendas, PowerPoint presentations and reports.
- Managed office supplies inventory by checking stock levels regularly and ordering new material as needed.
- Coordinated meetings with internal and external stakeholders, prepared agendas, distributed minutes and followed up on action items.
- Composed routine correspondence such as emails, memos, letters and reports in accordance with established standards.
- Served as a liaison between executives and other departments to ensure effective communication flow throughout the organization.
- Ensured compliance with company policies when completing assigned tasks.
- Provided administrative and logistical support for in-person and virtual events.
- Proofread and edited executive documents and communications.
- Utilized strong organizational skills to prioritize tasks efficiently and meet deadlines consistently.
- Prepared expense reports in an accurate manner according to set guidelines.

- Provided executive-level administrative support to senior management, including calendar and travel coordination.
- Demonstrated excellent interpersonal skills when interacting with clients over the phone or via email.

SERVICE DELIVERY MANAGER, GHAZIABAD, UTTAR PRADESH

INDUSIND BANK, June 2018–October 2018

- Looking after client servicing at the branch lobby
- Checking KYC documents on new account opening forms
- Onboarding of new acquired clients through welcome calls and audits on the sales process
- Managing TAT for all service and operational transactions
- Activation of clients on net banking and other non-branch channels
- Business lead generation and passing to relevant sales channels
- Managing overall client satisfaction scorecard for the branch
- Authorization and audit checks for all operational transactions

DIGITAL MARKETING INTERN, GURGAON, HARYANA

QUIKR HOMES, April 2017–June 2017

- Conducted market research to identify target customers, analyze competitors, and develop effective strategies.
- Provided support in developing new marketing initiatives by researching trends in the industry.
- Managed email campaigns, including designing emails, segmenting lists, creating copy, scheduling sends, and analyzing results.
- Curated social media content and managed accounts to increase engagement.

EDUCATION

PGDM IN MARKETING AND OPERATIONS, NOIDA

JAIPURIA INSTITUTE, MANAGEMENT, April 2018

BBA (BACHELOR OF BUSINESS ADMINISTRATION) IN GENERAL, MEERUT

C.C.S UNIVERSITY, June 2015

INTERMEDIATE, MEERUT

J.P ACADEMY, May 2012

SENIOR SECONDARY SCHOOL, MEERUT

VANASTHALI PUBLIC SCHOOL, May 2010

CERTIFICATIONS

- Completed Basic digital marketing course from Digital Mantra.

VOLUNTEER EXPERIENCE

FUNDRAISER VOLUNTEER, MUMBAI, MAHARASHTRA

MUSKURAHAT FOUNDATION, November 2021–December 2021

- Designed innovative campaigns to expand the reach of fundraising initiatives.
- Compiled monthly reports summarizing donations received during the period.
- Implemented new methods of communication with donors that increased engagement levels.

SOCIAL MEDIA MARKETING INTERN, NOIDA, UTTAR PRADESH

GRAM SWARAJ FOUNDATION, October 2021-November 2021

- Created engaging content for multiple social media platforms, including Facebook, Twitter, Instagram, YouTube, and LinkedIn.
- Optimized posts using relevant keywords, hashtags, and links to increase visibility.
- Executed and managed social media campaigns to inform search marketing tactics.