

ANURADHA S K

Competent professional targeting challenging assignments in

Administration & PMO


Executive Assistant
@
Philips India Ltd
Bengaluru

Personal Details

Date of Birth
14th Nov 1974

Languages Known
English, Kannada, Hindi,
Telugu

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Profile Summary

- A task oriented professional with diversified work experience in Management functions. Have been given opportunity to work with the “Leaders” of the organizations, which enabled utmost confidence for me to showcase my abilities and capabilities to deliver tasks with real perfection, timing, dedication, loyalty and with the highest degree of integrity
- Good presentation and communication skills with ability to work comfortably with peer groups and senior executives
- Demonstrated ability in analyzing financial performance as well as qualitative performance indicators, towards preparing reports/ recommending suitable corrective actions
- Exposure as an Analyst, carrying out analysis of existing functionalities/applications to understand present state, finding gaps in processes, devising a road map for enhancing applications
- Proficiently performing and excelling under demanding work conditions, Interests lie in a career path with heavy analytical duties and responsibilities
- Ability to handle various tasks simultaneously, harmoniously and get the job done and getting to closure
- As an assistant to the highest office, got the flexibility in handling a wide range of administrative and executive support related tasks
- Ability to work independently with little or no supervision, well planned, great zeal on relatively solving the administrative challenges and supporting diverse people and programs in a fast paced environment
- A competent administrative professional with vast experience in Administration, PMO, HR Operations, Payroll & Benefits Administration & Statutory Compliances
- Hands-on experience in working on various tools and generating MIS reports
- Expertise in managing the payroll processing functions by administering payroll to ensure accurate and timely compliance with statutory obligations
- Proficient in administering process operations, managing the stakeholders associated with the process, working on escalations and ensuring solutions within the agreed SLAs/TAT

Core Competencies

- Provide executive support to Management team
- Matured to manage multiple stakeholder
- Organized & Detail oriented
- Planning & Scheduling
- Problem Solving and Decision making
- Collaboration & Networking
- Strategic Planning & Execution
- MIS Reporting & Documentation
- Payroll Administration
- Benefits & Retirals Management

Organizational Experience

Aug 2022 – till date with Philips India Ltd. as Project Leader

Nov 2015 – Aug 2022 with Philips India Ltd. as Executive Assistant

Sep 2009 – Oct 2015 with Philips India Ltd. as Assistant Manager -Payroll & Retirals

Aug 2008 – Aug 2009 with Tapasya HR Services as Payroll Associate

Nov 2005 – Nov 2007 with Hewitt Associates as Payroll Associate

May 2004 – Oct 2005 with Crossdomain Solutions Ltd. as Sr. Client Associate

Jul 2000 – Oct 2003 with Dhakshini Apparels Pvt. Ltd., Bengaluru as Personnel Manager

Apr 1995 – Jun 2000 with Mr.V Raghavendra (Auditor & Tax Consultant) as Accounts Assistant

Key Responsibility Areas:

- Perform PMO activities i.e., Project tracking, Gates/Milestones tracking, Weekly Status reporting, perform project Cost and Revenue forecasts/budgets, cost tracking, monitoring & controls
- Cost center validation, Expense report extract(T code - CJI3), Network ID Creation & interface on SAP
- Timesheet & Effort Management, Project Billing & Invoicing, Budgeting & Forecasting
- Maintaining Data & Reporting on Clarity PPM, Qlikview & Planisware
- Perform various administrative and secretarial duties such as managing director's office with seamless support, providing logistics, attending calls, faxing, checking mails, sourcing, analyzing and providing information & data, arranging and monitoring reimbursements and payment etc.
- Manage stakeholder's meetings, appointments, teleconference, video conference, live meetings with internal and external customers etc by understanding the business needs and understanding the priorities of business leaders
- Manage travel/visitors/delegates/Auditors for national and international meetings, events, conference, audits etc.
- Handling Administrative requests and queries from Senior Management
- Organizing and scheduling appointments with other stake holders/teams etc.
- Planning & scheduling meetings/conferences and taking detailed minutes
- Book and manage travel arrangements of Senior Management
- Executing ad hoc requests
- Establishing and maintaining the communication channels by managing the grievances and counselling the employees
- Compiling payroll data and determinations and preparing related MIS reports
- Monitoring, auditing and executing internal controls on HR systems to verify the accuracy of inputs and data

Highlights:

- **PMP** certification successfully completed from **Xebia**
- Received many appreciations and accolades from Management
- Received appreciations and accolades from Management team for smooth handling Calendar support, Travel arrangements, Visitors and Events
- Received Great Contribution award in the year 2011 for successful implementation of payroll partnering ADP with zero error
- Delivered quality outputs by maintaining accuracy and meeting the timelines as per process compliance
- Enhanced quality of transition in terms of meeting deadlines as per SLAs and accuracy of deliverables
- Ensured timely payment of all dues to avoid the penalties and late payment charges
- Maintained healthy relations with all stakeholders including auditors, employees, other departments, vendors

Academic Details

- B.Com. from Bangalore University, Bengaluru in 1995

Soft Skills

- Time Management
- Self-Motivation & Commitment
- Ability to Inspire
- Creative & Problem solving