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Date of Birth: 21<sup>st</sup> Feb 1970

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**Educational Qualifications:**

- Masters Degree in Business Administration (M.B.A.) from IGNOU, Delhi Specialization - Human Resources in 1999
- Master's Degree in Arts (Public Administration) from Punjab University, 1995
- Bachelor's Degree in Arts from Rohtak, Haryana in 1993
- Senior Higher Secondary Certificate from St. Anthony's Sr. Sec. School in 1987
- One Year Advanced Diploma in Computer Software and Management from Informatics Computer Systems (ICS) Delhi
- Two week course on Entrepreneurship and Development conducted by National Centre for Jute Diversification, Delhi

**Work Experience:**

- ❖ During my leave of absence in 2020 to 2022, I was taking care of my parents during their serious illness. Now, I'm ready to return to a professional role, and I think my qualifications, dedication, hard work will fit well definitely in the role assigned to me.
- ❖ **Worked as a Partner with Aegis HR Services from 1<sup>st</sup> July 2015 to 30<sup>th</sup> March 2020**
  - Assist with screening resumes and applications
  - Help writing job descriptions for roles
  - Coordinate interviews
  - Collect and update our database with new hire information
  - Maintain payroll data including leaves, working hours, and bank accounts
  - Proofread HR documents
  - Track progress, priorities and deadlines of various projects
  - Client Meetings and Business Development
- ❖ **Worked as Executive to the Managing Director of CZAR ELECTROTECH PVT LTD from 11<sup>th</sup> Dec 2009 to 06<sup>th</sup> June 2015**
  - Managing Directors appointments
  - Helping the MD in R&D for setting up new businesses
  - Managing the office-administrative needs

- Collecting data for various depts
- Managing incoming and outgoing mail by responding to them, prioritizing emails
- Making Extensive Travel Arrangements/Hotel Accommodation/transport booking (domestic and international)
- Applying Visas and arranging for travels
- Supervising the timely execution of the orders
- Co-ordinate with other divisions
- Calendar Managements
- Prepare power point presentation in respect of new projects
- Meeting with deadlines of the orders by timely interaction and follow up with the customers an overseas office
- Compilation of important news from newspapers related with the sector and their circulation to departments and company

❖ **Worked as Purchase Manager in Free Scale Semi-Conductors Pvt Ltd from 1<sup>st</sup> Dec 2007 to 30<sup>th</sup> Nov 2008**

- Co-ordinating with the Resource Manager, Team Leads, Testing Managers, HR and updating the information on the resource allocation of the engineers
- Monitoring email/reply and follow up
- Arranging for the resources within India and abroad
- Locating vendors and negotiating with them for best prices
- Co-ordinate with other divisions regarding Purchase
- Collating reports
- Arranging Meets, Seminars, workshops by coordinating with external agencies

❖ **Worked as Executive Assistant in Conexant Systems Noida Pvt Ltd from 1<sup>st</sup> February 2005 to 30<sup>th</sup> Sept 2007 for Vice President (WLAN)**

- Coordinating with the Resource Manager, Testing Managers, HR and updating the information on the resource allocation of the WLAN team, updating the testing resources allocated for particular projects
- Making Extensive Travel Arrangements/Hotel Accommodation/transport booking (Domestic and international)
- Making arrangements for team meetings/workshops/conference and conferencing facilities and venues for retreats etc.
- Interacting and Co-coordinating with the team leaders and program managers to have their updates of the on-going projects. Timely compiling this info in an excel sheet on a daily basis. To help in the daily tracking of all the projects
- Arranging for the resources within India and abroad
- Coordination with the Program Managers and the Team leaders regarding the Training of the employees
- Monitoring email/reply and follow up
- Internal and external communication managements
- Co-ordinate with other divisions
- Tracking of capital expenditure and OPEX budget excel sheet.
- Co-coordinating for the administrative /technical requirements of the team

- Collecting and formatting reports

❖ **Worked as Senior Executive Assistant to the President, Rai University from 21<sup>st</sup> Sept 2002 to January 2005.**

- Scheduling, Co-coordinating and Organizing meetings
- Domestic Travel Arrangements-Tickets, Hotel, Itinerary
- Internal travel arrangements for dignitaries, Itinerary
- Maintaining public relation with Embassies, Universities, and Govt. Departments.
- Handling independent correspondence, ensuring all the correspondence and reports are processed for the President's office in a timely manner
- Prepare routine correspondence on own initiative
- Making power point presentations
- General Office Administration, Logistics management, Monitoring PF standard office practices and routine of the President office are functioning efficiently on an ongoing basis
- Gathering relevant information and act as a resources centre for the office and maintaining database for the office-Ensure proper filling and record keeping by accurately entering information in a timely manner
- Arranging Seminars
- Compiling reports from the relevant departments
- Scheduling appointments, screening calls and emails
- Assist in organizing conferences
- Preparing Agenda and minutes of meetings
- Maintaining confidential reports
- Any other job as and when assigned by the President

❖ **Worked as Senior Executive Assistant to the Regional Head- South Asia, Bekaert Fibre Technologies (Belgium MNC) Business Unit of NV Bekaert SA , Belgium from 13<sup>st</sup> March 2000 to 20<sup>th</sup> Sept 2002**

- Booking of flights & hotel rooms for employees on official travel (Domestic / International )
- Procurement & Vendor Management Interaction with headquarters at Belgium and Pune for the processing of orders and smooth functioning of the Delhi office
- Manage multiple vendors including hard and soft skills to deliver services on time and within budget
- Event coordination with internal teams and external service providers
- Inviting quotations from vendors as per the company requirement & follow-ups
- Raising PR's & PO 's & follow-up with vendor for procurement of items as per timelines
- Delivery follow-ups along with invoices to meet the monthly expense budget
- Invoice entry / vendor management, recording the data of invoices and co-ordination for keeping record in respective files.
- Internal follow-up with team- Finance for invoice booking & payments
- Keeping track for expense budget on monthly basis of Facility.
- Preparing and drafting yearly budget for Finance of Facility and business CC.

- Follow up on the renewals of manpower & AMC contracts, co-ordination with the Managers on the inclusions & exclusions of the terms & conditions of the contract
- Tracking and monitoring of admin. helpdesk tickets on daily basis
- Site Operations Management
- Space management- cube allocation/ deletion/ movement & monthly report
- Follow up with vendors for monthly compliance documents

❖ **Worked as Executive Assistant in Indian Institute of Technology, Delhi from July 1998 to 2000 for the Director of NCUTE Project with Ministry of Textiles.**

- Interaction with the Ministry for the successful execution of the Project
- Arranging Meets, Seminars, workshops by coordinating with external agencies
- Scheduling, Co-coordinating and Organizing meetings
- Domestic Travel Arrangements-Tickets, Hotel, Itinerary
- Internal travel arrangements for dignitaries, Itinerary
- All administrative responsibilities

❖ **Worked as Executive Assistant in Order Processing and Purchase Department of Rohde & Schwarz India Private Limited (German MNC) from 11<sup>th</sup> Dec 1995 to 30<sup>th</sup> June 1998.**

- Order Processing Activities
- Processing and Execution of Sales Orders
- Customer Query Handling
- Support to Customers, Sales and Services Team
- Interaction with the headquarters at Germany for the processing of orders
- Tender Documentation
- Handling Purchase for the Services Team - Negotiations
- Other Administrative activities

❖ **Worked as Assistant in the Institute of Electronics and Telecommunication Engineers” Lodhi Road from 7<sup>th</sup> Sept 1993 to 10<sup>th</sup> Dec-1995 with the Director (EDP).**

**Personal Qualities:**

**Taking initiative, Hardworking, Keeping up to the deadlines, Dedication, Trustworthy Ability to build cordial relationships and get along with seniors and colleagues, Team spirit, Strong co-ordination and Organized.**

**References: On Request.**