



**Subodh S. Dongare**  
**Lila Shah Square Apna Nagar,**  
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**M-9766-853672**

**Education:**

Master of Business Management Amravati  
(SGBAU) University, Amravati, 2012

Bachelor of Science In Biotechnology  
Nagpur University, Chandrapur, 2009

Diploma In Operation Management  
Rajasthan University, IIDS Jaipur, 2011

**Career Summary:**

*MBA with 8 years professional experience in Executive Assistant & Admin Department. To obtain a position as a Manager that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.*

**Currently Working In (SANGHI CEMENT), Sanghipuram (Gujarat)**

From – Sep 2019 To As on date

**Key Responsibilities Handled :- (Executive Assistant TO MD)**

- Act as the point of contact among executives, employees, clients and other external partners
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings & accurately recording minutes from meetings.
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.

- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.

### **Worked In (Euro India Cylinder Pvt. Ltd.), Gandhidham (Gujarat)**

From – Sep 2015 To Aug 2019

#### **Key Responsibilities Handled :- (Sr. Executive Assistant)**

- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the executive's behalf.
- Assisting the Director in his functional areas which may include but not limited to collecting, summarising and organizing the reporting done by all concerned departments for easy viewing and decision making for the Director.
- Simultaneously disseminating the directives issued by the Director in various functional areas to the concerned departments in form of reports, translations, mails, messages and phone calls.
- Coordinating the HR and Director's office for smooth organization management.
- Managing the Calendar and agenda of the Director and coordinate meetings with various departments & outside parties.
- Business related tasks such as creating reports, taking minutes of meetings, and other organizational tasks.
- Maintaining comprehensive and accurate corporate records, documents and reports.
- Creating & maintaining the advertising of the company product by digital media.
- Organizing meetings, including scheduling, sending reminders and organizing catering when necessary.
- Answering incoming phone calls in a polite and professional manner and accurately taking messages.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.
- Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters.
- Coordinating travel arrangements (both domestic and international) and create trip itineraries.

### **Working experience**

Worked in **SHREE OMTEE STEEL PVT. LTD. as an Executive Assistant** - (July 2012 to Aug 2015)

#### **IN SHREE OMTEE STEEL**

##### **Key Responsibilities Handled:-**

- Using various software, including word processing, databases, and presentation etc.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for employees & top management.
- Manage & maintaining the advertising of the company product by digital media.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.

- Provide general administrative support.
- Act as the point of contact among executives, employees, clients and other external partners.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings.
- Make travel and accommodation arrangements.
- Rack daily expenses and prepare weekly, monthly or quarterly reports.
- Oversee the performance of other clerical staff.
- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Screen and direct phone calls and distribute correspondence.

### **Key skills & Competencies**

#### **Professional**

- Presentation skills & Strong interpersonal skills.
- Time management and ability to meet deadlines.
- Excellent verbal and written communication skills.
- Strong organizational skills and ability to multitask.
- Problem-solving and decision making skills.

#### **Functional Skills**

- Possess the working skills of TQM
- Aware about SIX SIGMA & KAIZEN

#### **Awards and Honors:**

- ❖ Winner at Business Quiz Competition, Amravati(SGBAU) University, 2012
- ❖ Winner at AD- MAD programme, Amravati (SGBAU) University, 2012
- ❖ Student of the Year, Amravati (SGBAU) University, 2011
- ❖ Alumni Member, Association of P.R. PATIL COLLAGE, Amravati, 2010 –present.

#### **DECLARATION: -**

I hereby declare that the information provided here is true and to the best of my knowledge.

**DATE :- 2022**

**SIGNATURE**

**PLACE – Gandhidham**



**Subodh Dongare**

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