

**SHRUTI DEEPAK PARANJAPE****shrutiparanjape28@gmail.com / 9326529389/ 9920084350****Objective**

To utilize my knowledge and with an intense aspiration to work in organization with new ideas, dedication, sincerity & form an asset for the development of my company and my own.

**Educational Details**

Qualification	Institute	Year	Percentage	Grade
Engineering Design & Drafting	Suvidya Institute of Technology	2011-12	81.88%	Distinction
H.S.C (Science)	Kirti College, Dadar	2006-2007	54.50%	Second Class
S.S.C.	I.E.S. New English School	2004-2005	72.80%	First Class

**Computer Skill**

PROFICIENT IN	AUTOCAD-2006/2010-11
COMFORTABLE IN	Windows & LAN Environment
PROFICIENT IN	MS-Word, MS-Excel & MS-PowerPoint, Advance Graphics

**Soft Skill**

- Execute various administrative tasks, including calendar management, scheduling meetings Virtually as well as in person, Travel arrangements (Domestic & International)
- Maintaining all records and files of each department.
- Good Communication and Analytical Skills.
- Very Helpful, Self-Motivated, Fast Learner and Result Oriented.
- Flexible and Adaptable to any Working Environment.
- Able to Work Effectively under heavy Pressure.
- Willingness to learn new Techniques
- Hardworking, Sincere, Honest & Dedicating.
- Eagerness to explore new age methods /practices
- Good Communication skills & Pleasant Personality
- Passion and energy around building a good impression
- Ability to work and align others around company initiatives that are critical for future success.
- Authentic style, natural curiosity and a warm way with people.
- Handle additional responsibilities as and when delegated by the Management.
- Knowledge around the use of digital technologies.

**Job Description:** Administration Assistant**Experience:**

- Currently working with Nippon Life India Asset Management from Feb 2018 till date.
- Worked with Knight Frank India Pvt Ltd from Jan 2017 to Feb 2018 as Guest Relations Executive.

**Experience Skills:**

- Working as an Executive Assistant for the Head of three departments Human Resource, Finance and Legal and Compliance.
- Worked as Guest Relations Executive with Reliance.
- Handling helpdesk proficiently and taking action regarding client's concern with immediate positive result.
- Handling business center in accordance with booking of the meetings of the client or the guest.
- Proficient in handling front desk reception.

**Key Role:**

- Managing Calendar of Chief Finance Officer, Chief Head of Legal and Compliance and Chief Human Resource Officer.
- Ensuring and providing flawless, upscale, professional service experiences.
- Coordinating and managing to schedule meetings of all the HOD at different times and with different people as and when required.
- Responding swiftly to all the three HOD 's request for information by liaising them with other internal teams to gather inputs.
- Co-ordinating international business trips by booking flights, hotels and arranging meeting often with senior corporate representatives.
- Acting as the first point of contact among executives, employees, clients and other external partners.
- Handle Admin and all other telecommunication routine office task and responsibilities.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Contributing to the efficiency of our business by providing personalized and timely support to the executive members.

Personal Information	
D.O. B	28 <sup>th</sup> May, 1989
Phone No.	9326529389 / 9920084350
Nationality	Indian.
Marital Status	Married
Languages Known	English, Hindi, Marathi
Address	1/45, ANAND SANGAM CHS, NEW ANAND NAGAR, NEHRU ROAD, VAKOLA, SANTACRUZ (EAST), MUMBAI - 400 055.