Jagdeep Bahuguna

Executive Assistant (Covering Letter)

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the Executive Assistant position. I am a highly motivated and progress-focused Executive Assistant with a long-standing background in this industry. Here's a snapshot of what I have to offer:

Having 18+ years of experience in Planning and executing Projects within allocated budget and stipulated schedule using effective managerial and Business skills. High energy service-oriented executive, successful and building and motivating dynamic teams across multiple disciplines and fast-paced Facilitation management, Cultivates a culture of empowering team members to feel a comfortable voice in questions and concerns, as well as contributing new ideas that drive company initiatives. Ambitious leader , who can create a strategic alliance with organizational leaders to effectively align with and support key business initiatives , Build and retains a high-performance team by the hiring developing and motivating skilled professionals. Among my key attributes are having strong problem-solving skills, excellent communication, and exceptional management and leadership abilities.

In my current role, I am contributing communication, time-management, and calendar coordination toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong planning talents.

Please take a moment to review my attached resume and credentials. I look forward to opportunity and positive response from your end. Thank you for your consideration.

Sincerely,

Jagdeep Bahuguna

JAGDEEP BAHUGUNA

## Executive Assistant

## Present Address : Ward 3A, Plot No. 134, House No. 3,

## Adipur, Gandhidham, Gujarat-370205

[**Jag.bahuguna@gmail.com**](mailto:Jag.bahuguna@gmail.com)**/9971287984/9726415627/https://www.linkedin.com/in/jagdeep-bahuguna-94a55b1a/**

*A graduate in Bachelor of Arts with more than 18 years of work experience as Executive Assistant/ Secretary / Personal Assistant. Having worked with private and Public Sector companies including Banking, Real Estate, Construction and Engineering, Road Sector & Manufacturing companies , Media and Broadcasting. Strong and sound background in all aspects of office management. Scheduling meetings, travel coordination, reimbursements and maintain all confidential information on discretion. Demonstrated capacity and maintain comprehensive administrative processes that improve the efficiency of day to day operations. Successful track record in providing assistance to Senior Management / Senior Executives and CEO / CFO Suite.*

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| **COMPETANCY FORTE** |

Seasoned and versatile management professional with cross-functional experience acquired over the years with reputed business establishments, specialized skills in **Administration, Strategic Project Management, Event management procurement, Inventory Management, Facility Management, Operations, Relationship, and Team Management.**

Currently spearheading as **Executive Assistant- MD** with **Purbanchal Laminates Pvt. Ltd, Gandhidham, Kutch, Gujarat**

* Enterprising professional with a solid record of contributions that streamlined operations, heightened productivity & enhanced internal controls; directed cross-functional teams and led them to deliver excellent outcome.
* Multifaceted experience in project planning, diversification & expansion, techno-commercial operations, project governance, scheduling, budgeting & cost estimation, driving procurement initiatives to ensure availability of inputs competitive rates, reviews & final project delivery.
* Act as an overall representative of the management in overseeing administration and other activities such as store, maintenance, miscellaneous purchase; Manage complete administration of the Project sites
* Daily reporting directly to the director with progress reports and on ground activities of different departments
* Coordinate with different heads and create synergy to achieve the desired goals set by the management
* Act as an on ground lead on various process improvement projects initiated by the management
* Direct the employee assessment process; Ensure employees work productively and develop professionally.
* Developing and implementing growth strategies; Creating and managing budgets
* Proven ability in managing, coordinating, & controlling overall operational aspect including Revenue growth, Profit, and implementing strategic vision to meet the medium & long-term objectives of the organization
* Adept in identifying the bottlenecks and critical areas while executing the projects; implementing good, business practices, cost rationalization, and statutory & regulatory compliances.
* Expertise in improving the operational systems, office administration functions, processes and policies in support of organizations mission, specifically, supporting better management reporting, information flow and management, business process and coordination.
* Capable to create win-win relationships with Trainers & Life coaches coupled with proven acumen customer-centric operations and ensuring Trainers & Life coaches satisfaction by achieving delivery norms.
* Professional record demonstrates year-after-year success in operations, implementing quality systems/ procedures to meet industry standards.
* Excellent capabilities in executing technically challenging projects, within defined time/cost parameters; Excellent analytical and conflict resolving skills with managerial strengths in synchronizing team efforts to catalyze work execution to specified quality standards.
* Directed and oversaw all aspects of security, guest services, and housekeeping department for all properties. Event coordinator for all events, which included, collaborating with marketing, public relations, sales, sponsors, food, and beverage provider to ensure all-day information distributed to all Employees. Reorganized Front of House Manager position and trained frontline managers.
* Serve as a key leader in Facilities Management activities and possess sound leadership skills
* Managing and leading change to ensure minimum disruption to core activities
* Directing, coordinating, and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, and catering.
* Ensuring the buildings meets health and safety requirements and that facilities comply with legislation in order to keep staff safe
* Arrange maintenance schedules and manage projects, oversee the arrangement of the office furniture and workstations
* Organize maintenance personnel and contractors to complete building repairs and renovation, Maintain Inventory of maintenance tools and supplies
* Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises
* Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies
* Coordinating and leading one or more teams to cover various areas of responsibility
* Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement
* Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences
* Oversees development of partners directly and indirectly managed and makes effective staffing decisions
* Manages new site offices turnover processes and service warranty contracts. Monitors equipment performance and evaluates service warranty issues for capital equipment. Manages equipment inventories and asset tracking
* Manages regional/ multi regional/national vendors for facilities repair and maintenance; Prepares requests for proposal from regional vendors for preventive maintenance contracts. Troubleshoots specific technical issues for the vendors
* Manages repair and maintenance and capital budgets; Assists in the forecasting, scoping and execution of budgets; Tracks and analyzes budgets and makes recommendations for action. Provides reports to operations management on status of respective capital projects
* Review design intent and documentation to confirm that all qualifications are met; In addition, develop, incorporate and utilize commissioning plan and verify the performance of all systems
* Manage the quotation process for capital works and development of relationships with contractors
* Recommending, developing and managing capital and revenue projects to improve the effectiveness
* Plan and develop systems for communal site activities and processes, and Contract Management.
* Leadership by exhibiting & ensure the department is effectively aligned with its customers to support site targets. Lead and motivate staff to achieve individual and Company objectives.
* Manages the retail equipment service program; Establishes service levels for stores, equipment technicians, contractors and vendors, Hospitals and Hospitality sector
* Provide subject matter expertise in facilities management methodology and practices involves but is not limited to verification that systems are designed, installed, and calibrated to operate as intended; Systems include, HVAC, lighting controls, water heaters and fans etc.
* Utilize facilities work order system to pull reports and continue to improve operation efficiency
* Interfaces with Landlords, operations, and waste consultants to improve waste management practices, optimize services, increase waste diversion and recycling of materials in order to reduce financial, operational and environmental impact of waste management.

**CORE COMPETENCIES**

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| - Strategic Planning | - Operations Management | - Facility Management |
| - Multi-Site Operations | - Procurement Development | - Productivity Improvement Specialist |
| - Inventory Control | - Project Development | - Operations Management |
| - Project Planning & Control | - Vendor Management | - Administration |
| - Business Expansion | - Relationship Management | - Contract Management |
| - Scheduling & Budgeting | - Employees Relations | - Cross-Functional Coordination |
| - Conflict Resolution Skills | - Team Building | - Compliance |

**Qualities**

* Positive attitude with full enthusiasm among team members.
* Demonstrate flexibility in day to day work
* Proactively seek opportunities
* Leadership as role model for others

**Career History**

Jan 2004 to Dec. 2004 : As **Tele-caller** in ICICI Bank , Lodhi Road Branch, New Delhi.

Jan. 2005 to Dec. 2007 : As **Secretary-** Vice President, Cogent Ventures Pvt. Ltd. New Delhi.

Feb.2007 to Aug. 2016 : As **Executive Assistant**- CFO & Admin. Head, Punj Lloyd Ltd. Gurugram, Haryana

Aug.2016 to Aug. 2018 : As **Business Secretary** - Chief Construction Officer, Al Ayuni Investment and

Contracting Company, Riyadh, Saudi Arabia.

Sep.2018 to Dec. 2018 : As **Executive Assistant** – MD, N H Consulting, Hauz Khas, New Delhi

Jan. 2019 to Mar.2020: As **Personal Assistant** – MD, Promotional Club (Export-Import House), Greater

Noida

April 2020 to Dec. 2020: No Job (Covid Time)

Feb. 2021 to Present: As **Executive Assistant** – MD, Purbanchal Laminates Pvt. Ltd. Gandhidham, Gujarat

**Personal Details**

**Permanent Address : Block D1, Plot NO.133 & 134 Mansaram Park, Uttam Nagar, New Delhi-110059**

**Passport No. : K3375712**

**Marital Status : Married, Having 2 kids with Housewife**

**DOB : 01/05/981**