

R. UMASHANKAR

Mobile: 9717309200

E-Mail: srumasankarar@gmail.com



SEEKING SENIOR-LEVEL POSITIONS IN SECRETARIAL/ ADMINISTRATIVE OPERATIONS

SNAPSHOT

- An efficient, organized and efficient professional with **nearly 3 decades** of experience in Secretarial Operations.
- Worked with Link Middle East Limited, Dubai as Secretary to MD / DMD
- Possesses fast and effective secretarial skills, and gained a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages.
- Having a comprehensive understanding of attending meetings, preparing agendas, and maintaining departmental electronic and manual filing systems.
- Excellent administrative and organizational skills with wide experience in coordinating with customers to resolve their problems. Ability to work under pressure and complete high level workloads within strict deadlines.

Key Skills:

- Superb organizational and time management skills.
- Trustworthy and able to work in highly confidential environments.
- Articulate with excellent communication and interpersonal skills.
- Ability to accurately maintain computerized and manual filing/ documentation systems.

AREAS OF EXPERTISE

- Creating and maintaining reports and records, such as recommendation for solution of administrative problems, financial reports, applications, reports, and administrative orders.
- Maintaining arranges and files for easy retrieves, storage or reproduce records, documents and reports
- Preparing new or revising existing methods by analyzing operating practices and procedures
- Assigning, reviewing, tracking and preparing correspondence assignments.
- Preparing and reviewing agenda materials.
- Coordinating legislative work and maintaining various databases.
- Understanding and translating administrative and operating procedures and policies.

EMPLOYMENT PROFILE

Nov 2018 to Oct 2019

GREENFINCH TEAM MANAGEMENT as Executive Secretary to MD

Key Deliverables:

- Providing secretarial assistance to Managing Director & Full Incharge of Admin / HR
- Taking care of Air Ticketing, Hotel Booking for Directors as well as Sr. Manager / Manager's visit.
- Distributing all incoming and interoffice mail and deliveries, including preparing and sending mail.
- Taking care of Casper software – sending warning letters and termination letters to workers (working in site) – uploading the letters in the CASPER Software and send by post also.
- Attending meetings with Client – as and when they need any staff / worker recruitment.
- Full in-charge of onboarding the staff / workers for Flipkart client.

July 2017 to Nov 2018

Corodex Infrastructure Ltd. as Executive Secretary to MD / JMD

Key Deliverables:

- Providing secretarial assistance to Managing Director / Joint Managing Director.
- Distributing all incoming and interoffice mail and deliveries, including preparing and sending mail.
- Handling appointment calendars, schedules, and coordinates meeting arrangements.
- Making Project report

July 2008 to Feb 2017

Link Middle East Limited, Dubai as Secretary to MD / DMD

Key Deliverables:

- Providing secretarial assistance to Managing Director / Deputy Managing Director.
- Coordinating with internal department to ensure smooth flow of day-to-day business.
- Looking after hotel bookings and travel arrangements for MD, DMD and Guests.

- Distributing all incoming and interoffice mail and deliveries, including preparing and sending mail.
- Verifying mail and packages being shipped are not personal items.
- Maintain accurate mail distribution records.
- Handling appointment calendars, schedules, and coordinates meeting arrangements.
- Exercising considerable judgment and discretion in handling confidential data

IN ADDITION TO THE ABOVE, I HAVE WORKED IN HR/ADMIN ALSO FOR TWO YEARS. I HAVE HANDLED THE FOLLOWINGS:

- Reviewing all daily time records thoroughly of all employees and prepared regular reports and documented punctuality for future reference of employee's annual performance appraisal report (PAR).
- Accountable for all phases of computing and encoding of accumulated leave balances accompanied with supporting documents that includes official business form, vacation leave, sick leave and ensured safekeeping
- Conducting initial evaluation of leave applications.
- Computing disbursement voucher for salary of contract of services worker.
- Performing various data base such as encoding, filing and preparing of reports and other documents pertaining to the office needs/ requirements to facilitate paper works and other related functions.
- Comparison of Salary at the time of Recruitment.
- Ensuring effective rendering of services including, office equipment (AMC), housekeeping, and stationery to enable smooth flow of day to day to day operations.

Nov 2003 – Jul 2008

Jodha Communications Pvt. Ltd. as Office Manager cum Secretary to Director

Key Highlights:

- Looked after the maintenance of confidential files and documents.
- Scanned the important messages from daily newspapers, marked the same and filed in respective file.
- Updated messages from internet and forward to the Director/ CEO/ Media Division.
- Managed the maintenance of incoming and outgoing letters/ couriers in register.
- Made hotel bookings and travel arrangements for MD, Director and Staff.
- Prepared TDS and Service Tax Statements. Maintained TDS, Service Tax register for monthly deposit of amounts in bank before the due dates.
- Looked after all the accounts both in manual and Tally 7.0.
- Liaised with Auditor in company accounts & other matters.
- Collected TDS certificates from parties and giving effect in Accounts and report to Auditor.
- Confirmed sundry debtors balances in year end.

May 2002 – Oct 2003

K. Dhillon & Co. (Buying House) (ISO 9001: 2000 Company) as Secretary to CEO

Key Highlights:

- Provided secretarial assistance to CEO and independently managed CEO office including correspondence & filing.
- Arranged appointments with clients for CEO.
- Received all incoming mails and distribute to concerned departments.
- Actively involved in ISO 9001: 2000 as Documentation Co-ordinator.
- Made arrangements for the ISO seminar meetings.
- Designed formats and distributed the same to the concerned department.
- Issued Format Numbers for the respective formats.
- Made quality manual and quality guidelines.
- Dealt with ISO Consultants and Bureau of Indian Standards (BIS).

Nov 1997 – Apr 2002

TeleCompetence (India) Pvt. Ltd. as Executive Secretary to MD

Key Highlights:

- Managed the MD office including correspondence, filing, etc.
- Arranged appointments with clients for MD and other Senior Executives.
- Made Travel Arrangement/ Foreign Exchange/ Visas for MD and other Executives.
- Looked after the maintenance of confidential files and secret documents.
- Received all incoming mails and distribute to concerned person.
- Finalized the maintenance contract of office equipments.

Jan 1993 – Oct 1997

Consulting Engineering Services (I) Pvt. Ltd., New Delhi as Steno-Typist

Key Highlights:

- Prepared inland and overseas project proposals.
- Looked after the maintenance of project files of the Department.
- Took backup of computers of the Department.

Feb 1987 – Dec 1991

Crank Engineers & Builders, Chennai as Stenographer

EDUCATION

- Bachelor of Commerce

IT SKILLS

- Word Perfect 5.0
- Word Perfect 6.0 (Windows)
- MS Office with emphasis on MS Word, MS Excel, MS PowerPoint
- Knowledge of working in Tally 7.0

TECHNICAL

- Shorthand 100 w.p.m
- Typing Speed 50 to 60 WPM

PERSONAL DETAILS

Date of Birth: 12 May 1969
Languages Known: English, Hindi and Tamil
Passport Number: N 8154569
Address: Plot No.129, Sector 2A, Vaishali, Ghaziabad - 201010

References: Available on Request