

# Nisheeth Govil

Delhi, Delhi

[nisheethgovil6\\_ruv@indeedemail.com](mailto:nisheethgovil6_ruv@indeedemail.com)

+91-9891982972

## Work Experience

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### **Private Secretary**

The International Centre for Alternative Dispute Resolution  
April 2009 to Present

### **Personal Assistant**

The International Centre for Alternative Dispute Resolution  
December 2005 to March 2009

### **Steno-Typist**

The International Centre for Alternative Dispute Resolution - Delhi, Delhi  
November 1995 to December 2005

The International Centre for Alternative Dispute Resolution  
Conferences/Training Programmes

Job Responsibilities:

- > Active follow up with the Offices of Hon'ble President, Hon'ble Prime Minister and Hon'ble Vice President for publication of their Messages in the Souvenir for Conference.
- > Active follow up with the Offices of various Supreme Court/High Court Judges for their Articles published in the Souvenir for Conference.
- > Active follow up with the Offices of Supreme Court/High Court Judges/Institutions/Sr. Advocates/ Governing Council Members to obtain confirmations regarding their participation as Guest Speaker in the Conference.
- > Manage booking of venue for Conferences and Rooms for the delegates in Four/Five Star Hotels in Delhi and outstation and settle the Menu and other arrangements. During stay of delegates in Hotel in relation to Conferences also coordinate with hotel staff and Delegates in connection with their pickup & drop, dinner, etc.
- > Prepare matter for Minute to Minute Programme, Backdrop, Invitation Cards, Dais Plan (Session Wise), Seating Plan.
- > Manage the Compere, Invocation Team, Ushers, Photographer, Audio/Video System, Backdrop, Florist, Kit Bags, Mementos, etc. with due negotiations.
- > Active coordination with Faculty Members regarding their meetings and finalization of Programme for the Training Programmes in Delhi and outstation.
- > Manage Caterer, Backdrop, Kit Bags for Training Programmes.
- > Send confirmations to the participants.

Meetings of Governing Council/General Body

Job Responsibilities:

- > Manage Booking of venue for Governing Council and General Body Meetings and visited Five Star Hotels for finalisation of Menu and seating pattern, etc.

- After the meetings prepare the Minutes as dictated by Secretary-General and circulate to Governing Council Members.
- Maintaining and up keeping the record of Minutes of Governing Council/General Body and various other Committees.

Other Miscellaneous works

Job Responsibilities:

- Rendering day-to-day Secretarial Assistance to the Secretary-General. Draft routine letters for Secretary-General.
- Rendering Secretarial Assistance to Arbitrators in different arbitration cases.
- Assisted Secretary-General in supervising the Construction Work and briefing him about the progress of work. Maintaining and up keeping the record of Construction of ICADR Buildings.
- Active Coordination and liaisoning with Architects and CPWD Officers, Fire Deptt. Officers, SDMC Officers in connection with the construction work and also held meetings with these officers.
- Purchase of Office Equipments like Computer, Photocopier, Projector, TV Screens, CCTV Cameras, etc.
- Performed duties as Invigilator during PG Diploma in ADR (Proximate Education) Exams and also performed duties in arranging Contact Classes.

Can Handle:

- MS Word, MS Power Point, MS Excel, Internet Explorer

## Education

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### **B.Com**

Delhi University - Delhi, Delhi

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## Skills / IT Skills

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Managing Meetings, Conferences, Training Programmes, Letter Drafting, Booking of Air Tickets and Hotels, Maintaining record of MOM and other important documents, Maintain Confidentiality, Taking Dictation and Typing,