**VINUTHA N**

Photo

**Contact: +91-8888867573**

**E-Mail:vinuthavinz@gmail.com**

Targeting assignments in**Sales/Marketing/ General Administration/ Procurement** with a leading organization of repute preferably in **Pune**

**Profile Summary**

* A competent professional with nearly **6+ years of** experience in **Executive Administration**, **General Administration, Facility Management and Office Management**
* Gained extensive exposure of Secretarial Practice and Office Procedures; possess in-depth understanding of Business Correspondence & Typing
* Expert in providing technical support to the top management for presentations & back office support to Sales & Marketing Team for coordinating with customer priority requirements & successful organizational events execution
* Proven capabilities in managing administration functions such as Facility Management, Public Relation, Vendor Management, Coordination, Guest Management, Foreign Clients Management, Branding & Promotions, Internal & External Event Organization and Industry Forum Updates & Communication (ACMA, SIAM, CII, IIMA, IGC)
* Skills in relationship management coupled with the expertise in managing top & confidential files / correspondences
* An eye for detail on work-related tasks to ensure desired quality and for better time management; possess strong commitment to the workplace and the responsibilities

Key Skills

General Administration Sales Strategies/Revenue Growth Sales Support

Key Account Management Vendor Management Event Management

Brand Management Stock Verification Price Negotiation

**Work Experience**

**JCB India Ltd., Pune Mar’22- Present**

**As Sr. Executive Assistant (AM)**

**Role:**

* Coordinating with the team for sending MIS reports to the management on regular basis
* Ensuring smooth operations at all times and maintaining proper decorum & discipline in office
* Managing correspondence and drafting the letters; monitoring monthly MIS reports, weekly reports, fortnightly reports & daily reports
* Assisting administration of the department and maintaining coordination between various internal departments for smooth functioning.
* Corresponding and communicating on the division / department’s behalf including checking & responding to e-mails
* Administering & providing technical support to the top management for presentations.
* Organizing & executive monthly, Quarterly, midyear workshops & offsite planning meeting.

**Highlights:**

* Participated in 2016 **IASAP** (Indian Association of Secretaries and Administrative Professionals) contest, been a semifinalist.

**Work Experience**

**Knorr-Bremse (I) Pvt. Ltd., Pune Aug’13- Feb’21**

**As Sr. Executive**

**Role:**

* Assisting administration of the department and maintaining coordination between various internal departments for smooth functioning
* Coordinating with the team for sending MIS reports to the management on regular basis
* Ensuring smooth operations at all times and maintaining proper decorum & discipline in office
* Managing correspondence and drafting the letters; monitoring monthly MIS reports, weekly reports, fortnightly reports & daily reports
* Supporting in planning & budgeting administration expenses and working towards minimizing operational expenses
* Providing effective administrative support involving organized management of office equipment, communication instruments, housekeeping, office automation, office administration & transport
* Corresponding and communicating on the division / department’s behalf including checking & responding to e-mails
* Tracking and maintaining the records of all assets, materials and related documents received & dispatched
* Administering & providingtechnical support to the top management for presentations &back office support to Sales & Marketing Team for coordinating with customer priority requirements &successful organizational events execution
* Engaged in Guest Management, Foreign Clients Management, Branding & Promotions, Internal & External Event Organization, Industry Forum Updates &Communication (ACMA, SIAM, CII, IIMA, IGC)
* Taking care of additional responsibilities related to **Corporate Social Responsibilities** (CSR)

**Highlights:**

* Received **Knorr Bremse Value Award** for ‘Responsibility’ towards work in 2016
* Recognized as **5 Star Rated Employee**& received **Performance Award** in 2016
* Attained certificate of the **Best Employee** in 2015
* Awarded with **Knorr Bremse Value Award** for ‘Passion’ towards work in 2014
* Engaged & managed the added responsibilities related to **Indirect Purchase**

**Previous Experience**

**Aditya Auto Products & Engineering (I) Pvt. Ltd. Mar’12- Aug’13**

**As Purchase assistant Sep’12-Aug’13**

**As Graduate Engineer Trainee Mar’12-Aug’12**

**Role:**

* Engaged in the purchasing function for the procurement for series supplies and new product development & supplier quality assurance
* Organized review meetings with suppliers and stakeholders to improve on delivery, quality and entire supply chain
* Conducted market research and collected information of suppliers for various cross-functional projects to support business goals and objectives
* Evaluated vendors on a periodic basis and implemented quality process at vendor’s shop floor; enabled the vendor achieve self-certification at vendor premises
* Coordinated with production and logistics department for requirements; evaluated suppliers and negotiated on prices and purchase agreements
* Prepared presentations for customer meets, management review meets; maintained documents related to management
* Ensured goods were delivered as promised that met quality standards; stocked inventory of machines, spare parts, equipment and materials
* Created purchase orders, communicated with supplier for material movement, negotiated price on consumables and capital goods and with purchase representative for ISO & customer audits; prepared SAP program documentation on purchase
* Analyzed the requirements of projects and provided cost, labor, and time estimate; ordered machines, tools, and equipment for new product development
* Ensured purchased materials were reliable, affordable and with high quality; conversed with and solved problems of suppliers
* Assisting top-management in executing organizational activities in a noteworthy manner
* Conducting analysis related to cost involved in manufacturing & production process of the product thereby ensuring the profitability of the organization

**Highlights:**

* Contributed a reduction of 5 % in the cost of procurement of automotive parts by various initiatives
* Saved 45 Lakhs in production Consumables & Packing Material
* Negotiated with the suppliers to clarify contract, delivery, term of payment and other issues to optimize cost and delivery time and conditions
* Liaised with foreigner suppliers and learnt about the international procurement terms; dealt with international contracts for agreements, terms and conditions as a member of negotiation team

**Academic Details**

* **B.Tech. (Computer Science & Engineering)** from VCET, Puttur, Mangalore, Board of Technical Education, Bangalore in 2012 with 64%
* SSLC from Sai Shankar Vidya Shala, Bangalore, Karnataka State Board in 2006 with 70%

**Trainings**

**Attended Trainings Subjected On-**

* Advanced Power point -2017
* Assertive at work place. - 2017
* EA Role in Business Development- CII in 2016
* Executive Assistant Summit in 2016
* Executive Assistant Management – CII in 2015
* Secretaries Day Out in 2015
* Smart Work in 2014
* Training on SAP in 2013
* Kanban System in 2013
* Vendor Management in 2012

**Technical Skills**

* Proficient in **MS Office (Word/Excel/ PowerPoint) & Internet Applications**
* Understanding of **SAP (Program Application)**

**Personal Details**

**Date of Birth:** 16th March 1991

**Languages Known:** English, Kannada, Tamil, Hindi, Tulu& Telugu

**CurrentAddress:** B601, GagangiriDreamland, Kaspatewasti, Wakad, Pune-411057

**Permanent Address:** 7F Quarters,kiadb Industrial Area, Doddaballapur, Bangalore-561203

Annexure

**Major Projects**

**Supplier Conference in 2015**

**Role: Project Lead & Coordinator**

**Team: 04**

**Supplier Conference in 2016**

**Role: Project Lead & Coordinator**

**Team: 04**

**Family Day in 2015**

**Role: Project Lead & Coordinator**

**Team: 04**

**Employees’ Day in 2016**

**Role: Project Lead & Coordinator**

**Team: 04**

**Responsibilities:**

* Managed entire Event Management responsibilities in Dealer &**Supplies Conference, Family Day Event & Employees’ Day Event**
* Coordinated with different departments for effective & successful execution of the event