**Curriculum Vitae**

**Rajashree Sandeep Joshi**  
Flat No A-601, Sudatt Sankul,

Near Damodar Nagar,

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PUNE –411 051 ,

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**Objective:**

Looking for the position of a Executive Secretary in a reputed organization, and I want to gain further expertise in this job profile.

Total about 20 years’ experience in Industry (Manufacturing, I.T. etc.) In that eight (8) years’ experience in manufacturing industry out of which five (5) years in Commercial Department and twelve (12) years as a Secretary to CEO, Managing Director also worked for MNC Company.

**Summary:**

I am having discrete, reserved and able to handle business, personal, and family information with the highest level of confidence, highly organized and confident person.

**Skills:**

* Good at computer tools such as Microsoft Word, Excel, PowerPoint, SharePoint, MS-Outlook
* SAP (related to commercial activities)
* Expert in MIS reports
* Exceptional interpersonal skills with internal and external staff
* Demanding work environment

**Work Experience:**

**Company**: SBEM Pvt. Ltd,

**Duration**: From 1994 to 2002

**Designation**: Secretary & Senior Commercial Assistant.

**Company**: Infonet Network Systems (I) Pvt.Ltd,

**Duration**: From 2003 to 2005

**Designation**: Sales Co-ordinator

**Company**: EMS Technologies Pvt.Ltd,

**Duration**: From 2005 to 2006

**Designation**: Secretary / Support Executive

**Company**: Bericap India Pvt.Ltd,

**Duration**: From January 2007 to June 2008

**Designation**: Secretary to CEO

**Company**: Kirloskar Brothers Ltd,

**Duration**: From 2008 to till date

**Designation**: Assistant Manager (Secretary to VP and Sector Head)

**Responsibilities**: I enjoyed playing multiple roles & responsibilities in the last 7 years’ experience with Kirloskar.

**Primary responsibilities:**

* Works closely with other team members to assure the Vice President’s meetings, presentations or other engagements. Administrative and functional activities include
* maintaining personal and business files;
* corporate record keeping for multiple entities;
* supporting marketing and strategic planning activities;
* note taking & creating documentation
* Filing, storage & retrieval of business and personal activities.
* General office maintenance to improve costs and effectiveness
* Handles financial and accounting matters for the chairman with confidentiality.
* Coordinates calendar, travel, meeting, and schedule arrangements for the Vice President Staff, business partners, and customers. Includes initiating contact and securing appointments, equipment, and facilities as appropriate.
* Prepares and sends business and private correspondence.
* Carries out responsibilities with professionalism, respect for others, in accordance with the organization’s policies and applicable laws
* Basic drafting for tenders data & cost sheets preparation
* Handling all correspondence in absence of Vice President
* Preparation and submission of Weekly Reports of Vice President to Director’s office
* Day-to-day e-correspondence
* Collection of data from Project Co-ordinators regarding Booking, Billing & Recovery and preparation of reports
* Preparation of Monthly, Quarterly and yearly Reports / Board Data Presentations for Management Review Meetings
* AOP presentation for the department
* Preparation of presentations for domestic as well as overseas customers
* HR activities for the department
* Personnel Requisition Form & Job Description for new employee requirement
* Follow up with HR regarding new employee requirement
* Follow up and submission of KRA’s (Key Result Areas)
* Coordination of interviews
* SAP entries for PR and GRN.
* ISO Representative

**Secondary responsibilities:**

* Quotation preparation including foreign agencies and concerned department reports.
* Making leads entry.
* Vendor registration work process.
* Co-ordination with sales people & customer.
* Making all commercial work (Invoice, challan, Excise work & outstanding reports)
* Co-ordination with Foreign Principals.
* Making accounts and total back office work.

**Major Achievements**

* Captain of Kho-Kho team at school level.
* Received appreciation for sincere efforts many times.

**Qualification**:

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| --- | --- | --- | --- |
| **Degree/Course** | **College/University** | **Year Of Passing** | **%** |
| DCA | IMLD Pune |  | A grade |
| B.Com | DBJ College, Chiplun  Mumbai University | 1994 | 59% |
| HSC | DJB College, Chiplun  Mumbai University | 1990 | 67% |
| SSC | United English School, Chiplun, Maharashtra Board | 1988 | 72% |

* Post-Graduation (M.Com.) from Pune University (1st year completed).
* Passed IRDA and AMFI examination.
* Certificate course of “Banking” for 2 years as vocational subject.

Salary Drawn : Rs. 6.53 (Lac PA) + Insurance

Expected Salary : 25% to 30% hike on CTC (negotiable)

Notice Period : 2 months (negotiable)

Rajashree Joshi

Signature

Date & Place