

Executive Assistant | Professional Profile

- ✓ Dedicated, detail-oriented professional, with extensive experience in the development, implementation, and administration of programs and initiatives, fiscal accountability, and issue management.
- ✓ Creative and visionary thinker with great skills in planning and conceptualizing, who played a consultative business partner role with internal clients, resulting in growth for external client marketing.
- ✓ Organized and deadline conscious individual who is equally comfortable dealing with vendors, staff, clients, and customers.
- ✓ Motivated and innovative leader, who values confidentiality and has a unique ability for staying on top of client issues, deliverables, and escalations to ensure the timely resolution of issues.

Key Strengths & Competencies include

Adaptability | Organization (Time Management, Space Management, Task Management)
| Proactive Communication Skills | Client Service | Business Acumen | Team Player
| Judgement

Areas of Expertise

Administrative Support	Calendar Management	Project Management	Travel Arrangement	Customer Service
Writing & Editing	Issue Resolution	Event Management	Records Management	Corporate Secretarial Support
Activity Management	Customer Service	Marketing /Marcom	Meeting, Planning and Scheduling	Reports
Budget Monitoring	Confidentiality	Staff Supervision	Purchasing	Vendor Management

Technology Snapshot

Microsoft Office: Word, Excel, Outlook | Powerpoint | Visio | MS Access | QuickBooks | SharePoint Creation/Management | Internet Research | Data Entry |

Professional Experience

**Currently working with a Ad2pro Media Solutions - Digital Media Company
from February 2014 till date
EA to Founder Chairman / CEO**

Essential Duties and Responsibilities

1. Provide comprehensive support services to the CEO/Chairman that ensures a professional, responsive and effective experience with the organization as a whole.
2. Provide sophisticated calendar management. Prioritize inquiries and requests while troubleshooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements.
3. Administer correspondence, manage incoming calls, and prioritize phone messages, emails and mail.
4. Handle all calls and visitors with grace, sophistication and professionalism.

CEO's Office Management

➤ **Email / Contacts Database Management:**

- Write error-free, eloquent emails and response to emails and letters for various events and announcements.
- Update and maintain phone lists for CEO.
- Manage contacts and update database entry, track VIP relations and correspondence
- Facilitate relationships by familiarizing with various life events (such as birthdays, and other major milestones).
- Maintain confidentiality and use a high degree of discretion.
- Schedule internal and external meetings including project teams, etc.

➤ **Dynamic Calendar / Travel Management**

- Provide complex travel arrangements. Familiar with the specific, detailed needs of the CEO and travel partners;
- Create consistent travel itinerary portfolios for reference and be available during travel times @ multi-time zones, to quickly address any last minute changes or cancellations.
- Accurately track expenses for CEO by managing credit cards and receipts.
- Facilitate payments and receipts accurately and on schedule.

➤ **Meetings & Conferences:**

- Prepare for meetings including ordering lunch, booking conference rooms, setting up projector or video conferencing units.
- Take notes and distribute meeting minutes, agendas and meeting packages.
- Work closely with larger teams to arrange meetings and events as needed.
- Assists with recruitment efforts, new hire orientations, on-boarding and terminations.
- Provide timely and proactive management of the organization's office environment.
- Maintain physical and electronic office filing systems for CEO.

Previous Experience

**Dell International Services India Private Limited | Administrative Analyst
(July 2006 - September 2013)**

✓ **Paralegal Responsibilities**

Corporate Secretarial - Support to the Company Secretary on all corporate secretarial matters

1. Pre board meeting process

- Receive & scrutinize the board resolution (BR) & power of attorney (PoA) requests from internal clients
- Ensure
- complete information about the authorization/issue
- Key-stakeholder's approvals for the said authorization / PoA (Power of Attorney)
- In case of query, educate the clients on the board of directors' approval process, time frame
- Educate the BR requestor on the importance of the board resolution usage, liability and consequence, if any on the proposed signatory.
- Arrange for draft resolution through the corp-sec consultants
- Review the draft so as to conform to the BR request.
- Send the draft to the requestor to seek confirmation
- Ensure that the BR draft is in line with the requirement

2. Pre-approval of draft resolutions

- Send out the draft resolutions to the board of Directors for their pre-approval before the convening of board meeting.
- Apprise them on the process followed and clarify queries raised by them with regard to the resolutions in coordination with the requestor.
- On pre-approval, arrange for convening of board meeting.

3. Arrange for Convening of board meeting

- Ensure quorum for convening of board meeting
- Prepare the back-ground summary for resolutions
- Circulate the minutes
- Await approval from all the Directors
- Follow-up for approvals

4. Execution of board minutes & other related documentation

- Print the minutes on the minutes sheet & get them executed by the chairman of the board meeting.
- Print out the certified true extract (CTE) of the board minutes along with annexures & power of attorney; get them executed by any one of the Directors.
- Print the PoA, get them executed by the Directors and the POA holder, and emboss the common seal.
- Circulate the CTE & PoA to the relevant requestors
- Scan all the documents and upload them on the Blue-Print

✓ Other important Corporate Secretarial work :

- Appointment of Directors / Cessation
 - Obtain consent letter / resignation letter as the case may be.
 - Arrange for filing of statutory forms with the authorities (MCA)
 - Form 32
 - Arrange for statutory forms viz. (i.) Form 24AA (ii.) Form 274(1)g every year, as applicable
 - Arrange for digital signature & relevant documentation from the BoDs' admins
 - Arrange for filing of statutory forms before the deadline, in coordination with the consultants
 - Statutory Audit requirements from corporate secretarial perspective.
 - Timely compliance with corporate secretarial requirements. Liaise with external Legal Consultants.
 - Assist in preparation and circulation of agenda / Notices / Minutes of Board and General Meetings.
 - Screening of Non-Disclosure Agreements & Other Agreements
 - Streamline, receive requests, scrutinize and roll out NDAs, maintain database, report generation, updation. Coordinating with other Admins in India who are assisting with the NDA rollout.
 - Maintain details, prepare reports, scrutinize on monthly / Annual Legal spend wrt to the Entities and such other reports as required from time to time.
- **Records Retention**
- Corporate Custody of all original documents. Agreements, MOUs, Industrial Licenses, Govt
 - highly valuable and confidential records of the Management.

○ **Legal Newsletter**

- Provide assistance to the team in terms of:
 - Scouting for contents for the legal articles, new legislations, amendments to acts FQAs, etc.
 - provide first draft to the team of the news-letter contents
 - Proof read the drafts before discussing with the larger team
 - Arrange to populate the final contents to the email distro list as provided by the HR team.

✓ **Admin / Secretary Responsibilities**

- **Calendar management** for the Executive Director and the team, Schedule, manage, track Meetings
- **Travel arrangements** Co-ordinate meeting schedule, appointments, reservations and travel arrangements.
 - Organize meetings involving multiple senior executives.
 - Greet clients and visitors to the executive office.
 - Plan, organize and co-ordinate functions and special events for the Executive's clients.
 - Assist with the preparation of business presentations including text, overheads and electronic
 - Presentations.
 - Prepare and/or edit internal and external letters, faxes, memos and mass emails.
- **Drafting Communications:** Adept in independently drafting any kind communications, letters, and mailers to be sent out on behalf of the Manager and such other requirements.
- **Logistics, Purchase Orders, Procurements**
- Seek quotations, Raise Purchase orders on internal tools (like Ariba) Track approvals, Coordinate with vendors for supply of products & services.
- **Event Management** for the team and for the regional VPs / CEOs during their visits.
- **IT Support to the Senior Management :**
 - Major liaison with Information Technology (IT) team on resolving technical issues for self and team Raise trouble ticket, Track and following on closure of issue without affecting regular work schedules/ raise work orders for special telecom, technical requests.
- **Budget, billing, Invoicing**
 - Responsible for processing all Invoices, Proactive in making allocations, budget provisions on Quarterly, annual basis
 - Track expenses and apportion the expenses vis-à-vis the budgets and report to the finance analysts.
 - Stationeries, Inventory Management Stationery Indent, Optimal use of stationeries are cost conscious in using the resources of the company.

- **Knowledge Management (KM)** Tool usage and training to team
- **SharePoint** creation usage and training to team, Newsletter, Lookout for important legal news articles and cascade amongst team
- **Event Management** - Team Offsite, Team Lunches, others.

Previous Experience Portfolio

Raja Housing Ltd	Senior Executive Assistant to CMD and V.P.	Bangalore	Nov'2004 - Jun' 2006 (1.6 yrs)
Serviont Global Solutions Limited	Executive Assistant / HR & Administration Officer	Chennai, Delhi & Bangalore	Sep '1999 - Sep' 2003 (4.1 yrs)
Mecklai Financial & Commercial Services Limited	Executive Assistant to V.P	Chennai	June 1996 to July' 1999 (3.1 yrs)
V.D.Swami and Company, Chennai	Stenographer to Chairman & Managing Director	Chennai	Jun'1993 - May'1996 (3.0 yrs)

Educational Qualification

Bachelor of Business Administration from Annamalai University, Tamilnadu, December 2003
Currently pursuing MA English through TUOU

Professional Qualification

- Diploma in Computer Applications from LIBA, Chennai (Tamilnadu)
- Secretarial Course including Typing Telex Shorthand
- Proficient in MS Office, Internet applications and related platforms
- Tally graduate course.

Reference: Available on Request

Notice Period 2 months

Current CTC 13.5 Lacs