

To excel and provide competent administrative support to various departments in a highly industrious environment

Performance Summary

Competent **Administrative Assistant** with **8+ years'** hands-on experience in providing efficient administrative support to the organization via an exceptional managerial acumen to prepare budgets, create databases, analyse complex data and complete multiple deliverables in a busy and fast-paced environment. A natural collaborator in building long-term relationships with clients and co-workers.

Professional Skills

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|------------------------------|--------------------------|---------------------------|
| ✓ Organizing Meetings | ✓ Calendar Keeping | ✓ Meeting Support |
| ✓ Record Keeping | ✓ Inventory Control | ✓ Correspondence Handling |
| ✓ Travel Arrangements | ✓ Documentation | ✓ Front Desk Operations |
| ✓ Multicultural Interactions | ✓ Vendor Management | ✓ Maintaining MSAs & SOWs |
| ✓ Database Management | ✓ Formulated Conferences | ✓ HR Support |

Performance Highlights

- Successfully organized an international conference consisting of 200+ people
- Prepared travel itinerary for more than 700 employees and executives in the organization
- Organized outstation trips for more than 1500 employees in collaboration with the HR Department YOY

Professional Experience

QA InfoTech Pvt. Ltd., Noida

Lead, Administrative Assistant | 2010 – Present

Roles and Responsibilities:

- Managed CEO's calendar; arranged complex multi-destination travel itinerary for Executives and Delegates
- Created and designed high-level PowerPoint presentations featuring tables, graphs/charts
- Oversaw the copious registration details for participating in trade shows and conferences
- Forecasted trade show budgets
- Orchestrated all operation functions including, but not limited to, award ceremonies, executive meetings, golf excursions, etc.
- Participated in weekly Leadership Team meetings: generated agenda, recorded minutes, followed up on action items
- Wrote and shared emails, correspondence memos, letters, faxes, and forms

- Established competent liaisons with executive and senior administrative assistants to handle requests and queries from senior managers
- Ensured operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintained supplies' inventory by checking stock to determine the inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Assisted the different departments in maintaining and retrieving records such as MSAs, SOWs, and NDAs pertaining to different projects
- Maintained the complete information about clients and vendors in the internal ERP system

HR Support:

- Dealt with employee requests regarding human resources issues, rules, and regulations
- Hands-on experience with HRIS/HRMS
- Handled end-to-end coordination for training and recruitment
- Co-ordinated with placement agencies and consultants to fulfil the demand induction
- Introduction of new candidates to the team and being in regular touch with them until comfortable
- Issued employee ID cards and business cards
- Served as a link between management and employees by handling questions, interpreting and administering contracts
- Maintained employee database with all the details, by taking care of documentation as well
- Maintained various reports as per the company requirement
- Conducted exit interviews and identified reasons for employee separation and shared the same with the concerned line managers
- Organized walk-in drives and campus recruitments for open positions. Coordinated and liaised with internal stakeholders (managers and senior management) for selection of candidates

Education

Amity University

Noida, U.P.

Masters of Business Administration, 2017

Specialization- Human Resource

MMH College

Ghaziabad, U.P.

Bachelor of Arts, 2013

Specialization- English Literature

Additional Skills

- MS Office: Word, Excel, PowerPoint, Outlook
- Adobe PDF editor and illustrator
- Open ERP system, HRIS
- OS: Windows, Mac, Linux
- Data entry and bookkeeping knowledge
- WPM: 90