

# VERONICA BUNNY

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Mobile No.:- 9953984119

## PROFESSIONAL SUMMARY

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Dedicated and focused secretary who excels at a prioritising, completing multiple tasks simultaneously. Specialise in administrative support to busy engineering firms. Committed to delivering high quality results with little supervision, energetic, organised and professional.

## AREA OF EXPERTISE

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- Microsoft Office Profficiency
- Quick book expert
- Time Management
- Professional and Mature
- Self-directed
- Resourceful
- Strong problem solver
- Quick book expert

## WORK EXPERIENCE

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Executive Assistant – Director, 03.04.2016 currently working  
**Kundan International pvt. Ltd.**, Connaught place

- Draft meeting agendas and excute follow up for meeting and team conferences.
- Assisted with booking flights, made lunch appointments.
- Answer all in-coming calls.
- Type up all contracts for clients and briefed them with the Director.
- Handled confidential material at the highest level.
- Made airline, hotel, and ground transportation arrangements, both domestic and international. Also experienced in dealing with private aviation for group trips.
- Utilized discretion and judgment at all times in dealing with executive's direct reports, as well as communication with customers and vendors via telephone and email.
- Prepared and reconciled expense reports.
- Update and organise reports.
- Provide personal assistance when needed to executive who traveled extensively.

Executive Assistant – GM, 01.08.2015 to 13.3.2016  
**Radisson Blu Hotel** Paschim Vihar, New Delhi

- Manage Calls, Fix meeting.
- Answer Phone Calls, Emails, Fix appointments, Co-Ordination with different department on various issues.
- Managing Mail on daily basis, including taking dictation for responses.
- Drafting letters and other documents, such as PowerPoint presentations
- Managing diaries and making appointments.
- Coordination with other employees and departments as well as appointments.
- Coordination for travel and arrangements.
- Other related miscellaneous work
- Preparing and distributing papers and documents for meetings
- Taking minutes
- Maintaining filing systems
- Using various computer packages - Word, Excel, PowerPoint
- Create PowerPoint presentations used for business development.

Public Relation Coordinator and Executive Assistant – GM and EAM,  
03.03.2014 till 31.07.2015.  
**Piccadilly Hotel**, Janakpuri, New Delhi

In PR Branding :

- Developed ways in which the public image of the organization could be improved to generate more business opportunities.
- Re-check the served creative copywriter from agencies – Sales pitches, presentations, brochures, web promotion and marketing materials.
- Represented the firm on the market and among the public, as well as in front of the media – Handled all the queries of customers to offer the best possible solutions.
- Managed several press releases per week – Administered press inquiries, coordinated talent interviews, and gathered ‘background’ information.
- Propose internal promotions through the media and general public.

Media Channels:

- Developed new strategies for maintaining good relationships with the media.
- Identified relevant media influencers, and generated awareness of opportunities.
- Worked in collaboration with the media houses to develop new ways and strategies for attracting customers, other media audiences and the general public.
- Supervised strategies for press releases and social media.
- Manage and execute meetings.
- Planned and organized firm’s proactive presence in several communication channels, including – Traditional media channels, online, social media, business/commercial events, conferences and industry meetings.

- Maintained media contacts which were necessary for execution of the media action plans, to enhance brand image of the firm.

In EA :

- Maintain GM's calendar -- plan and schedule meetings, teleconferences and travel.
- Improved office efficiency by implementing color-coded filing system and introducing additional time-saving measures.
- Planned and coordinated PR initiatives, business development events, partner retreats, holiday parties and more.
- Planned and coordinated PR initiatives, business development events, partner retreats, holiday parties and more.

GRE cum Hostess (F&B), 12.11.2012 to 29.02.2014  
**Hilton Hotel**, Janakpuri, New Delhi

Guest Relation Executive:

- Handles the responsibilities of managing guest relation activities of the organization.
- Assigned the responsibilities of handling outbound and inbound calls.
- Prepared reports of the daily activities of the organization when required.
- Performs the tasks of responding to the queries and request of guests and clients.
- Coordinates with the request of guest to other department.
- Assigned the tasks of handling front desk and ensured cleanliness of the area

Hostess:

- Greeted and seated guests at the same time as monitoring the flow of guests in keeping with seating chart and servers.
- Gave quick and exact information and directions to guests.
- Answered all questions regarding the menu and services.
- Ensured coverage of the hostess stand at all times.
- Answered phones, took messages and made reservations.

### ACADEMIC QUALIFICATION

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- 10th Passed from C.B.S.E. Board in 2009 – Banasthali Public School
  - 12th Passed from C.B.S.E. Board in 2011 - Banasthali Public School
  - Diploma course in Office Management - YMCA (Young Men Christian Association) in 2012
  - Pursuing B.A.Programme - Delhi University. (Result Awaited)
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## KEY STRENGTH

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- Energetic and adaptable to diverse work situation
- Good at relationship building
- Keen Learner & Focusing at work
- Good listener and quick learner
- Hard working
- Passionate & Honest towards my work
- Career oriented
- Presentable
- Communicate efficiently
- Manage time and projects effectively

## PERSONAL INFORMATION

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Date of Birth	:	September 5, 1992
Father's Name	:	Mr. Robert Bunny
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Un-Married
Language Known	:	English, Hindi & French

## JOB OBJECTIVES

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**To obtain a position in an organization where there is opportunity to exhibit strength and enhance skills while striving for the growth and development of organization**

## HOBBIES & INTEREST

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Painting	Listening music
Cooking	Travelling

I hereby declare that the above all statements made in the application are true and complete to the best of my knowledge and brief.

**Place: New Delhi**

**(VERONICA BUNNY)**