



## **VAISHALI SUNEJA**

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**Resourceful Executive Assistant adept at coordinating international travel, organizing largescale meetings and managing third party vendors, Highly self-motivated with a solid work ethic. Skilled at multi –tasking and maintaining a strong attention to detail. Employes professionalism and superior communication skills to meet client and company needs.**

### **Work Experience (7 years)**

**Since December 2013- Executive Assistant to CFO& DGM -Hitachi India Pvt ltd. New Delhi**

### **Responsibilities:**

- Coordination with Banks & Expats/Trainees for remittance purposes/ arranging documents & letters, Maintaing records of the same.
- Responsible for handling all travel bookings (Domestic +International) for the whole team including hotel accommodation , airline reservations & transportation.
- Maintaining frequently changing travel arrangements and coordinate Pre-planing of trips.
- Processing Visa forms, handling visa procedures.
- Handling ESSP accounts and queries.
- Timely Submission of International + domestic travel Application & Reports
- Coordination with vendors regarding Visas, ticketing and Vehicle bookings for team.
- Processing travel expenses and reimubursements.
- Handling group bookings.
- Preparing Meeting MOM.
- Handling Bank remittance of Expats and trainees.
- Meeting visitors entering the office, determined the nature and purpose of visit, and directing them to the appropriate destination.
- Arranging Special Meeting facilities ,Book conference rooms& Coordinate catering for quarterly workshops.
- Maintaining Contac list of Clients, Vendors and group Companies.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Handling Bank Remittance process for all the Expat
- Maintaining files.
- Handling a high volume of incoming callsand in-person inquiries from clients and colleagues; trated each person with respectand provided information and referrals.
- Preparing weekly agenda for team.

## **July 2012 to Feb 2013- Executive- Sage Publications Pvt Ltd. New Delhi**

### **Responsibilities**

- Maintaining Records of Sales Reports.
- Keeping track of Budget & Debtors Reports.
- Maintaining Tour Plans.
- Handling TA/DA of the Sales team.
- Follow up for Payments.
- Co-ordination with all the Depts. under Sales & Accounts.
- Maintaining Events Records.
- Handling Marketing Activities & Events requirements.
- Handling Travel & Hotel bookings (Domestic + International).
- Handling Back Office Work.
- Preparing MIS On daily Activities.
- Drafting Letters.
- Fixing up Meetings & Appointments.
- Handling correspondence.

## **August 2010 to June 2012- Executive Assistant- Bloomberg UTV. New Delhi**

### **Responsibilities**

- Reporting and assisting all India Head (Broadcasting & Ops Engineering).
- Maintaining Records of Correspondence from Ministry.
- File Management- NOCC/ISRO/MIB/WPC/Unilazer/UTV.
- Drafting letters for Ministry Purpose for new Channels.
- Making Travel expenses.
- Handling Travel & Hotel bookings(Domestic + International)
- Handling Visa Procedure.
- Arranging Forex and other requirements for International tours.
- Co-ordination with all the Depts. under Operations & Technology.
- Handling Back Office Work.
- Preparing MIS On daily Activities.
- Fixing up Meetings & Appointments.

## **March 2008 to July 2010 - Executive Assistant WWIL ( A Zee network Enterprise). New Delhi**

### **Responsibilities**

- Departmental Co-ordination with Vice President.
- Handling Carriage & Subscription Reports.
- Maintaining reports on Agreements & Payments.
- Handling Billing Process & keeping track of invoices
- Follow up for payments.
- Co-ordination with Broadcasters.
- Making Channel Mapping Reports.
- Handling calls & Appointments
- Co-ordination with Legal & Finance Department.
- Drafting Letters.
- Handling Back Office Work.
- Preparing MIS on daily basis.

- Making Travel expenses.

<b>January 2007 to Feb 2008 – Executive (coordination)- Genpact, New Delhi</b>
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**Responsibilities**

- Co-Ordination with IT Team.
- Assisting the HR Manager in the day to day activity.
- Handling back office work.
- Keeping Tracking the Spread Sheet on daily basis.
- Preparing MIS.
- Maintaining coordination between different departments.
- Handling correspondence.
- Keeping Track of EMS.

<b>IT Skills: Proficient in MS-Office Applications (Word / PowerPoint / Excel) &amp; Outlook Express, etc</b>
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<b>Academic qualifications</b>
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**Graduation in Arts from Delhi University**  
**2005 Class-XII from CBSE, Delhi**  
**2003 Class-X CBSE, Delhi**

**Current salary           : Rs 6.2 Lakhs per annum (CTC)**  
**Expected salary        : Negotiable**

<b>Personal details</b>
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**Date of Birth            :8<sup>th</sup> Jan 1988**  
**Languages known     :English / Hindi / Punjabi**