

YASHODHA ADHIKARI

Address:- JG-1/7B, Vikaspuri, New Delhi - 110018

E-mail: yashodha.bisht@gmail.com

(M): +91 – 9873256644

CAREER OBJECTIVE

Looking for an organization where I can put my strengths, skills and grow the organization to the next level as well as myself. Aggregate 9+ year's comprehensive secretarial experience in fast-paced environments with very effective in providing administrative support activities compliant to department's mission and procedures.

Core Competences:-

- Managing day-to-day operational and administrative duties to support the Director.
- Maintaining the daily, weekly & monthly Calendar, appointment-diary and organising day to day work.
- Arranging & making schedule of meetings, using prioritization skills and a high level of interpersonal refinement and day to day Secretarial Functions.
- Arrange business travel and complete lengthy expense reports for international and domestic trips
- Convening Minutes of Meeting/Agenda for the monthly meetings and also preparing PPT. Arranging Meetings, conferences and preparation of papers and circulating minutes.
- Assist and support the Management by monitoring & coordinating business activities & reports from different business heads, Plant heads and ensure adherence to strategic targets.
- Pro-actively manage & follow up outcomes in a manner resulting in maximum productivity and efficient time management.
- Daily correspondence, Drafting Letters, Reports, Circulars & E-mails, arranging the appointments & meetings with clients & Business heads and efficient maintenance of all the confidential relevant office records.
- Expenses vouchers: Preparation of weekly, monthly reimbursement, expenses claims, Tour vouchers etc. and maintaining the MIS and other expenses reports for the same.
- Collected, compiled, arranged and retained MIS reports, sales project reports, records, files and data.
- Maintaining and preparing MIS and monthly Reports of the departments.
- Ability to work under stringent time schedule with drive for result.
- Answer all incoming calls, routine each one to the correct staff member and recording detailed messages when required.
- Performed difficult, varied and confidential administrative duties.
- Handle all duties with a high degree of integrity, professionalism and confidentiality.
- Filing and retrieving CEO desk records, documents, and reports
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Facilitates cross-divisional coordination of travel and outreach plans
- Perform other duties as assigned by the Director.

Other Responsibilities:-

- Manage Information Technology related work including Asset Management, Hardware Procurement & set up, Software Purchase & Installation etc.
- Administered General, Office, Facility operations etc.

PROFESSIONAL EXPERIENCE

- Presently working as an “Executive Assistant to Director” in Okaya-Microtek Group since May 2014 to till date.
- Worked as an ‘Executive Assistant in “EdCIL (India) Ltd. (A Government of India Enterprises)” since July 2012 to May 2014.
- Worked as a ‘Stenographer in “Institute of Chartered Accountants of India” since Nov 2009 to June 2012.

PROFESSIONAL QUALIFICATION

- Qualified **Post Graduate Diploma in Translation (PGDT)** from “IGNOU” 2013.
- Qualified **Diploma in Computer Multimedia & Programming** from **F-Tec Institute** 2009.
- Knowledge of Steno with the speed of 60/80 w.p.m. and English typing speed with 55 to 60 w.p.m.

ACADEMIC QUALIFICATION

- Passed Master of Arts (English) from IGNOU in the year 2012
- Passed Bachelor of Arts from Mata Sundari College, University of Delhi in the year 2008
- Passed XII (10+2) examination from CBSE Board in the year 2005.
- Passed X examination from CBSE Board in the year 2003.

SKILL IN COMPUTER

- MS Word, MS Excel, MS Power Point, Outlook, Internet, Dropbox, One Drive, Zoho

STRENGTH

- Can adapt to new technology and ability to learn quickly;
- Friendly, Optimistic, Hard-working and self-confident person;
- Positive, enthusiastic and result oriented.

HOBBIES

- Reading & Writing

PERSONAL DOSSIER

- Husband’s Name : Mr. Shashi Pal Adhikari
- Date of Birth : 22nd August, 1988
- Permanent Address : JG-1/7B, Vikaspuri, New Delhi - 110018
- Marital Status : Married
- Language known : English, Hindi

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

Place: New Delhi

Date:

(YASHODHA ADHIKARI)