

# RAHUL RANA

## PERSONAL ASSISTANT

### Professional Summary

Energetic and motivated individual who is highly organized and skilled at balancing the needs of clients, corporate executives and entrepreneurs. Strong work ethic and positive attitude. Highly effective in fast-paced working environments. Accurate, assertive and adaptable. Accustomed to working with busy business professionals. Adept at applying problem solving skills especially in high-pressure settings.

### AREAS OF EXPERTISE

- Administration
- Appointments
- Correspondence
- Event Planning
- Implementing Procedures
- Maintaining Schedules
- Meetings
- Office Management
- Project Management
- Research
- Scheduling
- Travel Arrangements
- Travel Planning

### Work Experience

#### **BDO INDIA LLP**

##### **Personal Assistant**

**July 2018 to Feb 2019**

- Assisted to Business Partner.
- Responsible for Pre-Bid and Bid Meetings.
- Made appointments and arranged travel and accommodation.
- Raised expenses claims and arranged invoices.
- Managed databases and Carried out routine administrative duties like photocopying and filing etc.
- Screened and directed phone calls.
- Handled requests and queries appropriately.
- Managed diary and scheduled meetings and appointments.
- Maintained all hard copy and digital records for ongoing executive projects.
- Reminded the Partner of important tasks and deadlines.
- Monitored partner's email and often communicated on behalf of partner.

#### **RATTANINDIA POWER LIMITED**

##### **Front Office Executive cum PA to Chairman** **September 2017 to June 2018**

- Acted as a first point of contact: Dealt with incoming calls, faxes and post, often corresponded on behalf of the Chairman.
- Managed diaries and organized meetings and appointments, often controlled access to the Chairman.
- Made Booking and arranged travel, transport and accommodation.
- Organized events and conferences.

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### Contact Details

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+91- 8287485254  
Email: rrana557@gmail.com  
DOB: 16th October 1993.  
Address: C – 97, Sainik  
Nagar, Uttam Nagar, New  
Delhi – 110059.

### Educational Qualifications

10th From CBSE Board.  
12th From NIOS.  
B. Com. Graduate.

### Personal Skills

- Confidentiality
- Diplomatic
- Discretion
- Flexibility
- Interpersonal
- Multitasking
- Organization
- Positive Attitude
- Problem Solving
- Professional Demeanor
- Self-Motivated
- Team Player
- Time Management
- Work Independently

### KAIRALI AYURVEDIC TREATMENT CENTRE

**Centre Manager - Front Office**  
**November 2015 to September 2017**

- Welcomes Clients and visitors by greeting, in person or on the telephone; answering or referring inquiries.
- Answer incoming call and transfer to appropriate staff.
- Maintain filing system for all clients, maintain archive files.
- Open and distribute daily mail.
- Maintain office supply inventory, as well as pulling supply requests.
- Distribution of weekly meeting schedule to appropriate departments.
- Assist all members with other clerical tasks as required.

### HOTEL ALKA CLASSIC, CP, DELHI

**Senior Front Office Executive**  
**October 2013 to November 2015**

- Handled all the front desk operations.
- Coordinated with the guests and responded to their inquiries.
- Dealt with guest complaints by giving them a solution.
- Responded to the guest's calls for room service, special service, emergency service and other queries.
- Transferring all incoming and outgoing calls of guests to the respective departments or numbers.
- Maintaining the attendance register of front office executives, pantry, housekeeping, laundry and other staff members.
- Arranging for pick up and drop service for the guests.