
SUMITE PANT

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Profile

Proven track record as executive assistant to senior management like divisional country head/AVP/President for both global and Indian MNCs.

Experience

EA to Group CEO, Dish TV India Ltd. - August 2016-Present

- Calendar management- Planning and scheduling meetings and appointments
- Coordinating with various support departments like admin, finance, HR, marketing to carry out tasks for CEO.
- Organising travel needs (both domestic and international)
- Taking care of various confidential/statutory files
- Screening calls and handling inquiries
- Tabulate and retrieve expenditures and claims
- Maintaining and procuring office supplies inventory by checking stock.

IT Administrative Coordinator, Amway India, Gurgaon — September 2013 - August 2016

- Calendar Management - Managing department HOD's calendar, organising meetings/ townhalls.
 - Vendor Management - Involved in purchase process lifecycle of organisation's IT goods and services.
 - Record keeping - Responsible for record keeping of purchase orders/ contracts/agreements of the organisation.
 - Financial Management - Responsible for preparing Opex/ Capex estimates for department, assisting department head in budgeting by providing various MIS reports
 - Office Management - Responsible for the stationery needs of the department, co-ordinating travel plans of the senior executives (both domestic and international)
 - Event Management - Involved in planning, arranging, executing and controlling events for IT department
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- Employee Engagement - Involved in company level initiatives (Sampark) wherein major employee events were planned.

Co-ordinator, Uflex Industries, Noida — Jan 2011 - September 2013

- Communication Management - Handled all inward/outward communication of department head. Organised meetings of HOD with external suppliers/vendors/government officials.
- Security Management - Daily audit of records maintained by security like gate pass
- Administrative tasks - Arranging travel request (both domestic and international) for senior executives and clients.
- Financial tasks - vendor procurement, bidding, invoicing.
- Client visit management - Responsible for end to end management of client visit.
- Employee engagement - Organising staff meetings, collating employee feedback and discussing with HoD, cascading departmental updates.

OSS Retails Pvt Ltd. Jammu (Jan 2010 - September 2010)

- Resource management - Involved in overseeing resourcing needs for the organisation, involved in recruiting activities like short-listing resume, generating appointment letter, offer roll-out etc.
- Financial Management - Managed the expenses of the Jammu centre.

Education

ICFAI University, Dehradun, Uttaranchal — MBA (HR/Marketing), 2009

Skills

- Technical skills - Proficiency in MS Office suite, WebEx, Outlook, Google Calendar, Trello, etc
 - Administrative skills - Proficient in office organisation, cataloging (digital/manual), making travel arrangements,
 - Clerical skills - Knowledgeable of office inventory, well versed in official communication
 - Time Management - Proven ability to plan events, prioritise tasks and assign appropriate priority. Experienced in maintaining executive's calendar and issuing appointment as per availability and instructions.
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