

RAHUL MASSY



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CORRESPONDENCE ADDRESS

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CURRICULUM HIGHLIGHTS:

Objective	: To excel the career in the field of Secretarial / HR & Admin / Operations
Total Work Experience	: 9+ years' experience in Back Office Operations
Relevant Experience	: 5+ years' experience on Secretarial, Administrative and HR Practices
Qualifications	: MBA-HR (2012-14) from IGNOU B.A. Pass (2008) from Delhi University Diploma in Computer Applications from Sterlite Foundation, Delhi
Achievements	: - Certificate of Participation in Training program for Executive Assistants and Secretaries by All India Management Association in SAGE Publications - Certificate of Participation in Workshop for 5S & Kaizen in TUV-Rheinland - Letter of Appreciation in TUV-Rheinland - Certificate of Participation for Staff Development Program in Amity University - Certificate of Appreciation for Sangathan 2013 in Amity University - Certificate of Participation in training "Giving & Receiving Feedback" in SAGE
Present Organization	: SAGE Publications India Pvt. Ltd., Delhi (MNC, A Publishing Co. in area of Study books for Higher Academics & Journals on medical, science, social science etc.)
Current Profile	: Administration Executive / Executive Assistant to the Deputy Managing Director (Secretarial, HR, Admin and Coordination)
Current CTC & Gross	: ₹ 45,671/- per month, ₹ 40,908/- per month
Passport No.	: H0026874 (Valid till Aug 2018)
Date of Birth	: 14 th May 1984
Father's Name	: Mr. Emmanuel Massy
Marital Status	: Married

Detailed Employment Records:

1. From Jan 2015 to Till Date

- Working with **SAGE Publications India Pvt. Ltd.** (An MNC, Publishing company in area of Academic Books and Journals in field of Social Sciences, Sciences, Technology and Humanities), Delhi, as an **Executive Assistant** to the **Deputy Managing Director**.
- Promoted in Administration Department w.e.f. January 2017 as an **Administration Executive** to till date.

Brief Profile of Company:

SAGE PUBLICATIONS was founded 50 years ago by Sara Miller McCune to support the dissemination of usable knowledge and educate a global community. SAGE now publishes over 800 books a year, over 850 journals - including those of more than 400 learned societies and institutions - across a broad range of subject areas encompassing business, humanities, social sciences, and science, technology, and medicine. It has worldwide presence in US, UK, Singapore, India, Australia and others with more than 1500 employees.

*** JOB RESPONSIBILITIES:**

- **Assisting to Deputy Managing Director of India** (Support DMD as his EA and take care of all requirements of DMD including but not limited to taking care of his calendar / coordinating and making arrangements for meetings / Self drafting of letters and correspondence as and when required / coordinate with key departmental managers / making travel arrangements / performing any “find-out” / research assignment given by DMD / provide reminders / take care of filing his expense claims as per policy and tracking reimbursements there against etc)
- **HR Practices** (Support Senior Manager/Manager on HR recruitment related tasks. Searching and Screening CVs using portals and applications, Taking Interviews, Scheduling Interviews with Line Managers/HoD of respective departments, Onboarding, Reference check of candidates, Maintaining various reports and provide immediate support on any HR related activities)
- **Administration**
 1. **Stationary Management** : Procurement and distribution as per requests received for office and branch stationary e.g. Letter heads, envelopes, visiting cards, various forms, lanyards, cartons and to ensure the distribution within TAT.
 2. **Cafeteria Management** : Store management, supervision of cafeteria, coordination for lunch & menu with vendor and respective committee members, maintain feedback register,

3. **Asset Management** : handling procurement & discard of office fixed assets e.g. furniture, storage material, safes, equipment's and non-fixed assets e.g. telephone instruments, notice boards, pan boards, standees, signage
4. **Insurance of Fixed & Non-fixed items:** Insurance of fixed assets and transit policy, OMP, insurance during various book fair e.g. WBF, DBF, KBF, coordination for settling the claim raised. Handling the process for PAN India.
5. **Research & Project work:** survey of proposals, fact findings, comparison, supporting manager on collective feedback for various activities, vendor creation process etc.

2. From Apr 2014 to Dec 2014

- Working with **TÜV Rheinland India Pvt. Ltd.** (An MNC of testing, inspection, training and certification), Gurgaon, as a **Coordinator** and assisting to **Regional Director – Softlines Division**.

Brief Profile of Company:

TÜV Rheinland is a German based organization. It is founded in 1872 and over 142 years it has serving the global requirement of Testing, Inspection, Certification, Training and Consulting. With the diversified business its existence spread more than 500 offices in 66 countries. Worldwide operations are performed by more than 19000 skilled and professional employees. TÜV Rheinland operations in India began in 1996. It's headquarter has located in Bangalore and more than 1000 employees are working on PAN India Location.

*** JOB RESPONSIBILITIES:**

- **Assisting to Regional Director-Softlines** (Assisting Regional Director-Softlines in day to day activities letter drafting, scheduling meetings and appointments, travel arrangement, managing calendar, arranging conference call and webex for meeting, preparation of minutes of meeting and assisting to prepare presentation)
- **Coordination** (Responsible for coordination with all locations of Softlines for follow up, information sharing, harmonizing activities, teleconferences etc. and coordinate with Global Business Development Managers, Key Account Managers and other international team members located overseas. Also coordinate with other departments for any other requirement related to committee meetings, finance purpose etc.)
- **Computer Operation** (Work on MS-Office (Word, Excel, PowerPoint) to perform various tasks like presentations, MIS reports, general correspondence, Minutes of meeting, outlook email, corporate software of SAP for accounting purpose etc.)
- **Data Management** (Maintain important and confidential official data both in soft and hard copy e.g. reports, expenses, minutes or according to the need of Regional Director)

- **Miscellaneous** (Perform also various task in absence of administration i.e. related to hospitality of attending persons come for meeting and coordinate for the meeting with Regional Director and other tasks also as and when assigned by the him.)

3. From Mar 2012 to Mar 2014

- Worked with **AMITY University** (An Umbrella Organization of Ritnand Balved Education Foundation), Noida, as an **Executive Assistant to The Head – Amity Inst. of Education**.

Brief Profile of Company:

AMITY University is India's Ranked 1 Non-Profit Private University and their institutions are running in Delhi, Uttar Pradesh, Rajasthan, Gwalior. Future institutions soon to be launched. Not only India but they created landmark in overseas by opening their Institutions and colleges. Head office situated in the Campus of Amity University, Noida. The Foundation is running by more than 10,000 professionals across the globe.

*** JOB RESPONSIBILITIES:**

- **Secretarial support to HoD** (Assisted HoD in day to day office work, taking dictations, email screening and drafting, managing calendar, scheduling meetings and appointments, coordination on behalf of Director-Education in absence or as and when she required, assisting in meetings etc,)
- **File & Data Management** (Managed important documents and files related to correspondence, certificates/mark sheets of students, agreements, Visiting Faculty/General CVs, Circular, Notices in a safe and secure record)
- **Computer Operation** (Performed various office task using MS-Office (Word, Excel, PowerPoint) for letter drafting, report making, presentation making etc. Using Outlook Mail for inter office communication purposes)
- **HR & Personnel Management** (Managed Faculty and Staff leave record for the department, keeping their personnel dossiers in record, salary making, salary certificate, joining formalities and relieving formalities related to issuance of ID Card, appointment letter, confirmation letter, approval and execution of their expense bills with the proper coordination with Accounts, HR and Administration Dept.)
- **Academic Activities** (Coordinated with students related activities of enrollment for programmes, withdrawal/relieving process from programme before or after completion of course, handing queries of students through email, phone calls and with direct interaction. Keeping record of various Forms and issue them to student and also execute the same for various activities and purposes on time to time. Clearance of Degrees, Migration Certificate from Examination and Registrar Offices.)
- **Examination Activities** (Prepared seating plan and duty chart for Term End Examination. Preparation for Common Admission Test. Assign duties of faculty with the permission of Director for TEE and Admission Test. Keeping Question Paper and Answer Sheets in safe protection. Uploading and downloading related activities of

examination from website. Forms and formalities for External Examiners related to Dissertation-Evaluation Form, their expense forms etc.)

- **Program Activities** (Arrangement, notification and coordination for the upcoming future programmes and activities related to department and institution and keep update staff, faculty and students for the same. Coordination with various department and institutions related to these activities.)
- **Administration** (Clearance of bills related to inter department, visiting faculty, external vendors, suppliers of services etc. Keeping record of payments and expenditure through soft and hard data. Coordination with accounts and administration department related these activities.)

4. From May 2008 to Feb 2012

- Worked with **M/s Modi-Mundipharma Pvt. Ltd**, Delhi, as an **Office Assistant** reporting to **Director – International Regulatory Affairs**.

Brief Profile of Company:

Modi-Mundipharma was formed in 1993 is 50:50 JV between privately held Mundipharma group (known as Purdue Pharma in the US and Napp Laboratories in the UK) and Umesh Modi Group of Industries, a leading business conglomerate in India. Modi-Mundipharma has a well established marketing and sales network, which is managed by a team of more than 600 experienced professionals.

*** JOB RESPONSIBILITIES:**

- **Computer Task** (Self drafting letters, Making invoices, etc. using MS Word, making MIS repots, charts, stock update, expense provision using Excel, making relevant presentations using PowerPoint, Searching relevant medical data & information from Online Medical Database, email correspondence through Outlook Express, Typing relevant data for preparing Dossiers, Medical References, Query Responses).
- **Communication task** (Communicating with Regional officers (RSM, DSM,) through phone calls and through email correspondence, communication with overseas clients & distributors, inter office coordination with various departments, warehouses, external coordination with vendors and merchants.)
- **Data and Files Management** (Archival of Correspondence and important official files, Dossier files management, Country specific files, registration certificate files, master dossier files, important certificates, confidential agreements. Both in hard and soft copy)
- **Handling Cash & Payments** (Handing imprest cash for department work purpose.)
- **Administrative Tasks** (Maintaining stock of drug samples as per countries application requirement, Archival of Dossiers Files, promotional materials i.e. Folders, Brochures, Pens. Stationary management for department work purposes.)

- **Miscellaneous Job** (Supporting in Marketing Dept. for preparation of various reports, Purchase Order, Call Analysis Report etc. and also keeping files & confidential agreements, Also supporting in Business Development (BD) Dept. for making PowerPoint presentation work as and when required.)
- **Assisting to Director** (Assisting to Director according to set process.)

REFERENCES

- Will be provided on request.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Date

Place

RAHUL MASSY