

CURRICULUM VITAE

SUPRIYA BHAN

Arun Vihar, Sector 29, Noida

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Career Objective

I welcome the opportunity to offer extensive hands, where I can put my potential optimum use, expand my profession horizon and swiftly I grow with my organization. I am confident of accepting challenges in this field and apply myself sincerely and industrious to my assignments.

Experience

- ❖ Currently Working as an **EA to CEO (HR Department)** in **Rate Gain Travel Technologies Pvt. Ltd.** Since 26 September 2016.

Responsibilities:

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Communicates with the general staff on CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the Senior Leadership Team, The Management Team.
- Communicates directly and on behalf of the CEO with Board members, donors, foundation staff, and others on matters related to programmatic initiatives as directed.
- Coordinates meetings, conferences, and committees both on and off site to support the CEO's agenda.
- Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.
- Travel arrangements : include booking tickets ,Hotel.
- To arrange required documents for travel incldes Visa, travel Insurance.
- Calender management – Schedule internal external meetings,maintaining agenda,taking MOM's
- Proper filling of the necessary documents.
- Exit Interviews.
- Report Tracker.
- Exit Tracker.
- To take care of all the necessary paments on time.

- Taking care of Internal NPS –Includes training survey,induction survey,employee net promoter score survey.

Accountabilities

- Position reports to the CEO and works directly with the Board of Directors.
 - Works directly with the Board Executive and Finance Committees.
 - Works directly with senior level staff and HR both internally and externally.
- ❖ Worked as Front Office Executive from 29 Sep 2014 to 17 Sep 2016 at **Taj Palace Hotel**, New Delhi which involves:-
- Handling reception and taking guest or external calls.
 - Dealing with the guests and assisting them with any queries.
 - Having detailed knowledge of Microsoft Office and outlook.
 - Handling Inventory and making Requisition for entire front office department.
 - Taking care of all the check-in & check-out.
 - Taking care of all the VIP Guest at the Club.
 - Taking care of meeting room blocking and meeting at Taj Club.
 - One point contact for all the Club Guest.
 - Managing the Room Inventory to ensure minimal loss of room revenue & meeting Guest's Room preferences.
 - Conducting shift briefings and updating the team with the on-going of the hotel.
 - Coordinating with Duty Manager, designated as shift in charge, ensuring a harmonized shift to achieve the daily objective.

Academic Qualifications

- ❖ Pursuing Masters of Travel and tourism management from IGNOU.
- ❖ BSC from Jammu University
- ❖ 12th from J&K State Board of School Education
- ❖ 10th from J&K State Board of School Education

Certificate Course

- ❖ Certificate Course of Aviation and Hospitality from **LIGARE** Academy of Avition Training.

Achievements

- ❖ 2nd position in Skit youth talent search "English Play"
- ❖ 2nd position in dancing competition "Talent Ka Super Star"

Behavioral Skills

- ❖ Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- ❖ Ability to work with a broad range of people including major donors, Board members, foundation staff, colleagues of the CEO and staff, and others.

- ❖ Excellent management, time-management, and problem-solving skills.
- ❖ Excellent writing, editing, grammatical, organizational, and research skills.

Interests

- ❖ Travelling
- ❖ Listening to Music
- ❖ Dancing

PERSONAL DETAILS

Name	:	Supriya Bhan
Mother's Name	:	Mrs. Meena Bhan
Father's Name	:	Mr. Basant Kumar Bhan
Nationality	:	Indian
Date of Birth	:	23 rd February 1993
Marital Status	:	Single
Languages Known	:	English, Hindi and Punjabi

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: New Delhi

Date:

(Supriya Bhan)