

CURRICULUM VITAE

Varun Sharma

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Objective:

- To work for the best organization and build a successful career in progressive and learning environment. Where I can utilize my experience and talents for future growth within an organisation and deliver the highest quality of work.

Experience Synopsis:

- Talented and self-driven Executive Assistant and operation with 9+ Years successful track record in providing administrative support to all levels of managers. Hands- on experience in organizing meetings, coordinating with stakeholders and maintaining the executive's calendars.



Organization Experience:

November 2014 to Till Now

ALL INDIA DISTILLERS' ASSOCIATION,

All India Distillers Association promotes and regulates healthy relationship between the distillery industries at large in the country. The Association collects and circulates various data and statistics about production, efficiency, recovery, stocks and other information relating to the interests of the industry.

Work Profile:

Position: EA/PA

Location: New Delhi

Report to: Director General

Responsibilities:

Job Profile:

- Preparing minutes of meetings, making presentation and prepare data in Excel / Word.
- Preparation of Daily MIS reports on performance of channel association and there after sending it to Management on daily / Weekly / monthly basis.
- Arranging travel arrangements.
- Update the database channel association tracking applications of correct activities and check all channel associations replies and mails.
- Approval and rejection of documents and follow up amendments.
- Scheduling appointment and meetings.
- Clarification of discrepancies with agents across the channel association partners.
- Authentication of all payable invoices related to certain services.

- Interaction with mentors, Sales Agents as per the business requirements and Organized the seminars and workshops.

Previous Organization Experience:

March'2009 to Oct'2014

ARAVALI INFRAPOWER LTD

AIPL group is one of the fastest growing infrastructure Organisations. With interest in Transmission & distribution of Power, Energy, Road, Urban Infrastructure. AIPL has over the years emerged as Infrastructure company having following verticals. T&D (Power)

Work Profile:

Responsibilities: Executive Assistant

Job Profile:

- Follow -up with all the clients and involved in the different ongoing projects. Provide information to internal Teams to satisfy reporting as per there requirements and ensuring smooth and timely send delivery of project report to BU (Business Unit) Head.
- REPORT – Prepare the report on Daily / Weekly / Monthly basis of activity program like Project scheduling, monitoring and progress reporting for master schedules, Clint program, approvals schedule, drawing release schedules, bill payment status details and inter team work activities thereafter.
- MONITOING & TRACKING - Schedule tracking in coordination with project in charge to ensure timely delivery of the Project as planned. Coordinate meeting schedule with internal Department and updating all operation master data in report as per business requirement.

PREVIOUS ASSIGNMENTS

STERIMED SURGICALS INDIA PVT LTD

September'2008 to February'2009

Sterimed Group today has presence in the fields of Medical and Surgical Devices, Industrial and Medical Adhesive Tapes, Eco-friendly non-woven bags among others

Responsibilities: Office Coordinator

DD MOTORS (Maruti Authorized Dealership)

November'2006 to June'2008

Academic Qualification Summary:

- Perusing MBA from Symbiosis center of Distance Learning (SCDL) in Operations.
- B.A from Meerut University in Year 2005.
- 12th from C.B.S.E in Year 2002.
- 10th from C.B.S.E in Year 2000.

Personal Details:

Date of Birth : 28th September 1984
Address : Uttam Nagar, New Delhi-110059