

**Nikita Sinha**  
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Proficient in running successful method-oriented operations & taking initiatives for business excellence through process improvement

## Profile Summary

- 5 years of professional career with diverse roles distinguished by commended performance in Office Administration, Vendor Management, Branch Management, Customer Support, Team Management.
- Experienced Executive Assistant with a demonstrated history of working in the retail industry & Education Sector. Skilled in Human Resources, Management, Microsoft PowerPoint, Strategic Planning, and Business Process Improvement. Strong administrative professional with a Master's degree focused in Mass Communication/Media Studies from Bhartiya vidya bhawan.

## Professional Experience

**Organization:** Walmart India Pvt Ltd., Gurgaon  
**Designation:** Executive Assistant to CCAO (Chief Corporate Affairs Officer) and CIO  
**Duration:** May 2017 – Till Date  
**Responsibilities:** Reporting to CCAO & CIO

### Key Result Areas:

- Handling all the secretarial work for CCAO & CIO's office for WMI
- Calendar Management (frequently view CCAO's & CIO's calendar to check new updates, and for self-updating of new appointments)
- Scheduling meetings with external clients as well as internal team members
- Attending meetings/ calls & preparing minutes of meeting (draft) & follow up with the action points to ensure the deliverables on time
- Providing support to Corporate Affairs & IT Team
- Make notes of the important discussions by the reporting manager and brief it to the respective manager of a department.
- Organize and filter incoming emails, highlight urgent correspondence and print attachments.
- Coordinate travel and accommodation requirements; for domestic and international.
- File and docs Management with utmost confidentiality towards sensitive and personal information,
- Ensure the reporting manager is fully briefed on, or prepared for, any engagements he is involved in.
- Prepare correspondence on behalf of the CCAO/ Management, including the drafting of general replies.

### Highlights:

- Actively involved in all Corporate Affairs activities
- Organizing & Managing activities like Collaboration with Goonj, WEDP Programme, Supplier Summit, Internal Trainings, etc.
- Organized CSR activities in collaboration with different NGOs
- Organized team offsite/Dinner/Celebration.
- Participated in CTC – Corporate Talent competition 2017 on behalf of Walmart and ranked 10
- Received appreciation card from the CEO for working efficiently on organizing two days project GenNxt – Champions of Change
- Organized all festival celebration in the company for ex; Diwali Mela, Holi Mela, Women's day Celebration.
- Attended WEDP (Women Entrepreneur Development Programme) in Meerut Store.
- Maintained all the membership activity of the company. (activities related to the renewal)
- As a part of a Corporate Affairs team, closely worked with the government officials.

**Organization:** Baalnoi Academy  
**Designation:** Executive Assistant – Director and Administration Head  
**Duration:** May 2013 – Nov 2016  
**Responsibilities:**

**Key Result Areas:**

- Assist and provide administrative and secretarial support to the Institute's director.
- In charge of Branch Office
- Supervising all daily / business functions of the branch.
- Organizing appointments.
- Diary/Calendar Management
- Cash Management.
- Taking care of all day-to-day Administration work and operations.
- Maintain calendars - arrange, coordinate and prioritize complex scheduling
- Taking care of all visitors, enquires and counseling the new students.
- Screening telephone coverage - answers executive phones, take accurate messages.
- Preparing agendas and correspondence for events, board meetings, etc.
- Vendor Management.
- Responsible for handling all travel arrangements
- Arranging internal and external meetings, conference calls, videoconference etc
- Managing official files in a systematic way for easy retrievals
- Prepare expense reports of the Branch.

**Previous Experience**

**March'2012 – June 2012 with India News, Okhla Phase-1, New Delhi (Intern)**

**Jan'13 with Doordarshan (DD News) (Intern)**

**Feb'13 – April'13 with Zee News (Intern)**

**Academic Details**

- Master's in Mass Communication from Guru Jambheshwar University
- PGD (Mass Communication): 2012 from Bhartiya Vidya Bhawan, New Delhi
- B.A (History) honors: 2011 from Dayal Singh College, Delhi University.
- 10+2 (I.A): 2007 from Patna Women's college, Patna.
- 10<sup>th</sup> (Board): 2005 from Scottish Public School, Katihar.

**IT Skills**

- MS Office

**Personal Details**

**Date of Birth:** 21<sup>st</sup> September 1989  
**Languages Known:** English and Hindi  
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