

**Geetanjali Sharma****Mobile** : +91-9818058002**E-mail** : geetanjali.sharma56@gmail.com

Career Profile

Professional with 7 years of experience in executive management, office administration and human resources.

An ambitious professional with an enriching experience and exposure in various fields dealing with process improvement, change management, and administrative activities.

Focused and hardworking, self-motivated and team oriented.

An effective team player with excellent communication and inter-personal skills.

Key competencies:**Human Resource Management (HRM)**

- Campus Recruitment
- Rewards & Recognitions (R&R)
- New Hire Inductions
- Net Promoter Score Survey Conduction
- Employee Engagement Surveys

Corporate Processes & Executive Management

- Calendar Management
- Policy & Procedure Administration
- Change Management
- Vendor Management
- Event Management
- Audits & Budgeting
- Minutes of the Meetings
- Board Member & Investor Management
- Project Coordination/ Working on Site & Off Site with Clients

Computer Skill set:**OS** : Win-98, Win-95, Win-XP, Win-7, Dos**Packages** : MS-Office, Power Point, Illustrator, Financial Accounting, SAP, Oracle, Cisco, ADP & Global Internet applications.

Professional Experience**Renew Power Ventures Ltd.****(Oct 2015 – Sept 2017)**

Renew Power Ventures Private Limited is an Indian Renewable Energy Company headquartered in Gurgaon, Haryana. It is an Independent Power Producer (IPP) of clean energy with an installed capacity of more than 5 GW across India.

Executive Assistant to CFO (Team size – 350 members)**Job Responsibilities:****For CEO office & expat members on board:**

- Provide Administrative support to the CFO, Global Board of Directors Investors, legal advisors & financial teams.
- IPO first draft designing.
- Calendar Management: Manage Calendars, keeping it current and accurate by balancing meeting times with scheduled work time.
- Extensive Travel Management for Board Members & Directors. Manage Travel arrangements, which include VISAs, International travel itineraries, ticketing, hotel bookings and ensuring diaries, are fully updated with all necessary details.
- Organizing internal & external board meetings press conferences & events (onsite & offsite)
- Organizing monthly, quarterly & yearly reviews with investors & CEO along with designing, validating & reviewing presentations.
- Manage and maintain day-to-day correspondence with internal and external clients.

Invoicing, Employee Claims & SAP:

- Expense management & reconciliation.
- Process weekly expenses and timesheets for CFO, Investors, legal & financial teams. (fuel bills, meals & entertainments, working lunches, client entertainments etc.)
- Invoicing & payments (purchase orders) / documentation on SAP tool.
- Filing of Invoices & Provisional expenses.
- Assist case teams associated with the board management & ministries. Coordinating case team events and their travel requests.

Employee Engagement & Team Management:

- Handling front office in absence of the front office executive.
- Engaging teams to participate in concept based events conducted by the HR department.
- Monthly Birthday Celebrations.
- Managing team's miscellaneous request for official travel & reimbursements. (Flights, Taxis, Forex, Hotels & Visas)
- Activation of CSR initiatives within the team and media.

Bain & Company Inc.

(October 2013 – March 2015)



Bain & Company is an American global management consulting firm headquartered in Boston, Massachusetts. The firm provides advisory services to many of the world's largest businesses, nonprofit organizations, and governments. Bain has 50 offices in 32 countries, and more than 6,000 employees. It is widely considered to be one of the most prestigious management consulting firms to work for.

Executive Assistant for a set of 4 – 5 Partners and Principals.

- Provide Administrative support to the consulting partners, principals & HR.
- Calendar Management: manage calendars, keeping it current and accurate by balancing meeting times with scheduled work time.
- Extensive Travel Management. Manage travel arrangements, which include VISAs, international transfers, ticketing, hotel bookings and ensuring diaries, are fully updated with all necessary details.
- Expense Management. Process weekly expenses and timesheets for the partners & principal group effectively.
- Train and Mentor new team members with policies and end-to-end tasks and responsibilities.
- Manage and maintain day-to-day correspondence with internal and external clients.
- Assist Case teams associated with the partners & principals.
- Coordinating case team events and their travel requests.

Other roles & responsibilities:

- **Meeting & Conferences:** Booking and setup of conferences both in-house and off sites.
- **Hotel Bookings & Contracting:** FIT & GIT, contracting with hotels & airlines globally.
- **Corporate Expenses:** Preparing travel forecast with travel itineraries & handling corporate expenses

- **Transport & Logistic Management:** Travel arrangements for FIT /GIT.
- **Festivals & Events:** Making arrangements for special occasions & theme events for the employees.
- **Executive support** to Management regarding day-to-day administration issues.

Kingdom of Dreams (Wizcraft entertainment Pvt.Ltd.)



(September 2010 – March 2012)

Sales Coordinator / EA to Directors Department: (Travel & Tourism)

Facilitated all International Exhibitions & Events

- Responsible for vendor review, market survey and vendor development.
- Budgeting, buying, management of all office assets
- Review and approve supply requisitions including housekeeping, pantry, stationery, security, etc
- Liaising with Insurance companies for all employees' insurance cover under employee benefits.
- Maintained database for House and Office Lease.
- Supervised the flow and distribution of work among office assistants.
- Responsible for all transactional administration and processing associated with the employee life cycle.
- Supported risk management procedures like liaison with Medical Assistance & Risk Management companies
- Assist in expats relocation with regards to employment visa, registration, and other mobility related issues
- Responsible for entire process of vehicle leasing for the company
- Planning various tours for the company for various internal events of the company.
- Independently responsible for organizing and coordinating various internal meetings, trainings and conferences.
- Coordinated and prepared proposals and contract renewals.
- Supported HR Head and co-ordinate for maintenance of recruitment process
- Record and update employee skill sheet, appraisal scores and grading
- Networked with the middle management team to work on existing policies and procedures
- Conceptualized and developed the interim induction program for new entrants including coordination for necessary administrative i.e. staff cards, access cards, business cards, Mobile phone, staff cards, etc.
- Time office and leave Management

Key Achievements:

- ITB Berlin – Germany – 2012
- GITB & SATTE - 2012
- Introduced concept of monthly intra-departmental meeting, bi-monthly cross-functional meetings thereby aligning their department goals with organizational goals and improving employee relation.
- Practiced one to one interactions with all employees to built up acceptability of HR and Admin and develop trust and faith throughout the company.
- Introduced the concept of HR Corner for effective communication with the employees.
- Introducing various employee engagement activities like Fun @ workplace, B'day celebrations, short-leaves on b'day and anniversary of employees, weekend get-together at company guest house and create an informal atmosphere for employees and understand the working of employees under pressures and provide HR support.

Training & Self Development Courses

- Dale Carnegies Training on Multitasking at Bain
- Belbin – Identifying your potential team roles.
- Internal & International Travel Training by Tourism Ministry of India – Kingdom Of dreams.
- Effective Business Writing by Mega mind
- Effective Communication at Bain
- Answer First at Bain

- Employee Playbook designing & employment outlook survey – Experis IT(Manpower)
 - SalesForce.Com(SFDC) & LTS - Experis IT (Manpower)
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Educational Qualification

2012 - Bachelors in Business Administration.

University – Punjab Technical University, Jalandhar

2014- Masters in Business Administration in (Human Resources & International Marketing).

University – Punjab Technical University, Jalandhar

Other Qualifications

- Adequate written and oral knowledge in French Language.
 - Graduate diploma in International Travel & Tourism Management.
 - One-year Diploma in Computer Application and Internet from NIIT.
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Personal Details

Date of Birth	:	08 th January 1990
Marital Status	:	Single
Nationality	:	Indian
Passport	:	Yes
Notice Period	:	N/A
Skype Id	:	Geetanjali Sharma
Fathers Name	:	Rajendra Prasad Sharma