

Bhawna Marwaha  
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#### PROFESSIONAL SYNOPSIS/Key Competencies

- A dynamic professional with over 6 years of rich experience in Branch Operations, Business Development, CRM and Team Management.
- Customer Service Focus: Works to determine 'customer' (internal, external) needs and actively improve value chain in terms of service and delivery excellence. Motivated to 'exceed expectations'.
- Drive for Results: Focuses on achieving goals and have the demonstrated ability to effectively prioritize workflow.
- Trust and Integrity: Understands and acts in accordance with organizational values.
- Proactive Problem Resolution: In conjunction with others, I work to take a proactive approach to anticipating, preventing, and solving problems.
- Adaptability to Change: Adjusts to change and uncertainty, able to shift gears and can act in ambiguous or uncertain situations. Able to improvise, multi-task and prioritize in a changing environment while maintaining composure.
- Collaboration / Teamwork: Fosters cross-unit collaboration and builds and facilitates teamwork to achieve results.
- Communication: Uses multiple communication strategies to gain support and commitment from others and mobilize them to take action.

#### ORGANISATIONAL EXPERIENCE

##### Tenure

##### Designation

##### Company Name

Oct 2016 – Aug 2017	Exhibitions India Group	Senior Manager Business Development
Jan 2013 – May 2016	Hero Future Energies Pvt Ltd	Executive Assistant to CEO
March 2012-Jan 2013	SRF Ltd	Executive Assistant to CFO & President

#### CORE COMPETENCIES

Exhibitions India Group  
Senior Manager Marketing, Business Development & Sales  
(Oct 2016- Aug 2017)  
Assisting the Chairman

- Establish, and maintain a level of market/client knowledge that can be utilized to assist in the planning and support of present and future event development and exhibition and sponsorship opportunities.
- Visit exhibitions & networking sessions, do market research & ensure deals closure.
- Analyzing progress reports of different departments.
- Coordinating with Internal staff. Assigning them daily task as per Chairman's Instructions and maintaining follow ups.
- Coordinating with Vendors and suppliers.
- Fixing appointments and meeting with the concerned persons/department and making necessary arrangements including logistics for the meeting.
- Attending meeting along with chairman, preparation of the agenda for meeting along with background research.
- Creation of minutes of meeting and circulating the same to all concerns.
- Monitor office supplies and research advantageous deals by being cost and quality conscious.
- Manage various administrative task in relation to maintenance of office.
- Ensuring all records are filed properly in hard copy, scanned along with saving of soft copy for easy reference.
- Confidentiality of the documents maintained.
- Maintaining business data and updating the same on regular basis.

Hero Future Energies Pvt Ltd  
Executive Assistant to CEO  
(Jan 2013- May 2016)

- Management of executive management's calendars (and others as requested)

- Booking of travel and professional development activities for executive management
- Reviewing of executive management mail/incoming correspondence, sorting, and filing as required
- Providing reminders regarding upcoming meetings, events or anything requiring a collective action from the executive team and/or other team members
- Filter calls, enquiries, etc for the executive management team
- Prepare and edit presentations
- Prepare correspondence and communications (as it pertains to the executive management team)
- Complete research projects as required; analyze and assemble data for report preparation
- Provide assistance with mailings, correspondence, enquiries and other tasks
- Ensure that policies/procedures are met and or updated where needed. Review annually and recommend changes as required and or update as changes are made to maintain up to date policies and procedures for both the board and other.
- Miscellaneous administrative support as required (eg. Letters, presentations, correspondence, meeting preparation)
- Assist with projects as required
- Maintain filing system.
- Perform backup function for reception which includes: answers phone/email/walk in enquiries; handling the mail in accordance with established processes; taking the deposit to the bank (eg. daily, as required); receiving courier packages and distributing as appropriate; ensuring that incoming mail is sorted and distributed and that outgoing mail is stamped; providing professional service at all times

SRF Ltd

Executive Secretary to the CFO and President

(March 2012-Jan 2013)

Assistance to CFO

- Providing effective administrative & secretarial support.
- Handling all office management activities.
- Helped in development of reports and presentations of executive levels.
- Maintaining appointment schedules, scheduling of business meetings, coordination & handling administrative part of meetings, etc.
- Attending telephone calls, mails, etc.
- Coordinate travel arrangements and prepare detailed expense reports in a timely manner .
- Maintain/prepare confidential, timely sensitive material.
- Prepare agendas and make arrangements for meetings of committees and executive boards. Internet Research - Proficiency in Excel, Word, Power Point.
- Summarize the Data and make dashboard on regular bases.
- Drafting and typing business letters to internal and external customers thereby dispatching the same.

#### ACADEMIC QUALIFICATION

2000	Web Designer(Advance diploma in Multimedia) from Arena Institute.
1999	B.A from Osmania University, Hyderabad.
2014	MBA (HR) from BhartiVidyaPeeth.

#### Languages known

English  
Hindi  
Punjabi  
French