

CURRICULUM VITAE

Richa Singh
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New Delhi
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OBJECTIVE: Looking for a challenging and responsible position, where my skill and talent can be enriched and shared.

SUMMARY:

Resourceful Executive Assistant With an experience of More than 6.10 years as an Executive Assistant. Adopt Coordinating international travel, Organising large Scale meetings, and managing third-party Vendors. Highly Self-Motivated with a solid-Motivated with a solid work ethics. Skilled at multitasking and maintaining a strong attention to detail. Employs Professionalism and superiors communication skills meet client and company needs. Strengths include Innovative abilities, sincere, hardworking, time bound and having team spirit.

Highlights:

- Vendor Management
- Adept Writer
- Scheduling
- Business Correspondence
- Presentation Development
- Event Oversight
- Analysis and Proofreading
- Document Control
- Report Generation
- Meeting and Travel Support

EDUCATIONAL QUALIFICATIONS:

S.No	Name of the course	Year of Passing	Institution/University	Result
1	S.S.C.	2005	Board of Secondary Education	64%
2	Intermediate	2007	Board of Intermediate Education	70%
3	Graduation	2010	Kanpur University	66%
4	MBA – HR & Marketing	2012	Punjab Technical University	75%

COMPUTER SKILLS:

- Familiar with Microsoft-Office
- Internet Savvy
- Outlook
- Presently working on Google Drive

EXPERIENCE:**Present Assignment :**

Working as an Executive Assistant to CEO at Vamani Overseas Private Limited New Delhi since Jan 2018 to till date.

Nature of Duties	Attending with good presence of mind in Day to Day Activities, Scheduling Appointments, Maintaining Documents
	Attending Phone Calls, Handling Inward/outward docs
	Preparing Meeting agendas and Sending MOM to concern department
	Coordination with all Senior associates
	Follow up with Team Mates
	Maintaining Confidentiality
	Travel Arrangements , Tickets Booking,
	Accommodation booking, Transport arrangements
	Business Meetings coordination at outside places
	Organising Meetings,Conference Room Arrangements
	Arrangement of Conference room aids- LCD, Pens, Pads, Water, Laptop,Food/Beverages Arrangement
	Data search based on CEO's requirement, Data Collection of various department,Taking Dictations
	Maintenance of Office files,Data Collection of various department,Independent Correspondence
	Personal Task of CEO, Handling all Secretarial functions
	Provided critical support to senior executives and project managers.
	Conducted research, created project reports and developed presentations.
	Resolved critical issues in deadline driven, fast paced environment.
	Created process improvements in workflow and documentation handling. Scheduled meetings, conferences, itineraries and travel arrangements.Prepared and analyzed expense reports to achieve cost savings. Streamlined office operations, project processes and procedures to ensure productivity enhancement. Created client database system to optimize billing, proposals and presentations.

Position Held	Duration	Name of the Company/Organisation	Nature of Duties
HR Executive	Nov 11 – Aug 13	First Corp Enterprises Pvt. Ltd. New Delhi	Maintenance of HR records. Administration works. managing contractual arrangements with suppliers/customers.leave and attendance Management financial and HR administration, maintaining current awareness about company policies.Mail Circular. Develop fair HR policies and ensure employees understand and comply with them.Monitor HR department's

			budget,Oversee daily operations of the HR department
Executive Assistant to CEO	Aug 13 to July 2015	M I Webpro Technologies Pvt. Ltd.	Taking dictations,Typing letters, Assistance to CEO of company, Mailing letters, ,Mailing Resolutions, Taking Dictations,
Executive assistant to COO	July 2015 to Jan 2018	Quba Architectural Product Private Limited New Delhi	Providing support to committees and working parties such as the Board of Directors etc ,implementing procedural/administrative systems handling correspondence before and after meetings, Maintaining Files, writing reports other Administration and Miscellaneous works

STRENGTHS:

Team Spirit and able to associate easily with others.
Can take initiative and active part in any work.
Showing interest to learn new things.

PERSONAL PROFILE:

Name : Richa Singh
Father's Name : Mr.Devendra Vikram Singh
Date of birth : 16.11.1989
Languages Known : English & Hindi
Passport No. : Available on request

Permanent Address : 121/1, B Block Awas Vikas Colony Unnao Uttar Pradesh 209801

(Richa Singh)

Place: New Delhi

