

**Jayanti Negi**  
**House No 2071 Lodhi Road**  
**New Delhi 110003**  
**Mob: 8860546862**  
**Email: Jayanti.negi@rediffmail.com**

### **Career Objective**

I have rich experiences of almost 10 years in hand. I have worked with different industries & cultures in Corporate World. Looking forward to work with esteemed organization where I could utilize my hands on experience and contribute the best of me to the company.

### **Professional Credentials**

**April 2016 till date with Doogar & Associates (Chartered Accountant Firm); Executive Assistant**

#### **Key Responsibilities**

- Managing all profiles and portfolios of employed staff including trainees on internship.
- Internal portfolio management for assignments, proposals and engagements
- In house filing and documentation of all related portfolios as mentioned.
- Invoicing, tracking and following up with client on regular basis.
- Coordination with various clients, organization and government bodies for queries.
- Transparency in information and business coordination with all the branches.
- Supporting for the financial reports of listed companies from BSE and NSE sites.
- Maintaining client and staff relationships and ensuring client loyalty through excellent client service as well as meeting all clients needs appropriate to their business.
- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organizing events and conferences
- Reminding the manager/executive of important tasks and deadlines
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff, suppliers and clients
- collecting and filing expenses
- Reporting to Managing Director, supporting the day to day work – appointments and the diary, travel and accommodation as required, managing dates and meetings, access confidential information, organize and prioritize tasks as per requirement.

#### **Conferences attended**

- Summit on “Financing India's Growth- Way forward” organized by PHD Chamber of Commerce on 9th Sept.2016 at PHD House, New Delhi.
- Easy of Doing Business- Conversation with Shri Amitabh Kant & Shri Ajay Shankar Organized by PHD Chamber of Commerce on 1st Oct-2016 at Hotel Sangri La New Delhi.
- Interactive Session with Chairman, SEBI on Start-up & SME IPOs Organized by PHD on 12 October 2015 at PHD House, New Delhi – 110 016.

- “India: Translating Aspirations into Reality”. 88th Annual General Meeting of FICCI on 19th Dec-2016 at K K Birla Auditorium, New Delhi
- 12th Managing Committee Meeting of Assocham, 20th August 2016 Hotel Imperial, New Delhi

**Wedge Consulting Pvt Ltd (Management Consultancy) & UGGC Avocats (French Law Firm); Executive Assistant; 28th May 2012 – May 2016**

#### **Key Responsibility Area.**

- Handling vendor management.
- Making appointment letters, experience letter, confirmation letter, relieving letter etc.
- Handling attendance Management.
- Payroll management.
- Responsible for end to end coordination and implementation following policies of HRD & dealing with external agencies/vendors in policy renewal.
- Handling PAN India Club Mahindra and guest house booking independently.
- Arranging Pre-Employment & Post-Employment health check-ups.
- Managing budget for cultural program and implementing the employee Engagement Activities like fun at work/suggestion box/birthday celebrations, Diwali Mela, Christmas & Holi Celebrations.
- Organize official games competition for employees and even participate as a player/team player.

**EXL Pvt. Ltd.; Agent – Payment Processing US Process; 20th August 2010 - 24th December 2012**

#### **Key Responsibilities**

- Maintain leave and attendance for Delhi/NCR employee.
- Vendor management end to end.
- Handling stationary for Delhi branch.
- Resolving employee queries.
- Responsible for induction, joining letter, confirmation letter etc.

**In Touch Solution Pvt Ltd; Sr. Analyst – Defined Benefits US Operations from 5th June 2007 to 10th July 2010**

Intouch is a global outsourcing and consulting firm delivering a complete range of human capital management services to companies including: HR and Benefits Outsourcing, HR Strategy and Technology, Health Care, Organizational Change, Retirement and Financial Management, and Talent and Reward Strategies.

#### **Key Responsibilities**

Created documentation (SOPs) and imparted training to new team members and ensured that all Client Deliverables be it TAT or Accuracy are met.

- Creation of reports used for daily reporting using look-up, pivots and important functions etc.
- Believes in continuous learning and possesses an innovative approach.
- Adaptability and a quick learner; possess the skills to work under pressure.
- Preparation and updating SOPs, resulting in streamlining process documentation.
- Root Cause Analysis of external and internal misses at the same time by conducting internal meetings to bring all on the same page.

- Monitoring day to day work for my client and ensuring its completion or follow-up if required & this includes a highly complex task to regular ongoing work.
- Cross-trainings and assisting the role of a trainer along with quality checking for new as well as existing resources aligned with the client.
- Handled in and out of the payroll and administrative activities like Prepayment Processing, Post -Payment Processing & Reporting (Payroll Reporting).
- Making regular updates to the SOP/Process flow documents.
- Interacting and communicating with onshore counterparts for issue resolution.

### **Awards and Recognition**

- Received “Star of the Month” award twice
- Got Appreciations from Client teams & Leadership for achieving a high degree of accuracy.
- Green Star Award for doing errorless work.
- Got an appreciation from our customer for doing an excellent work in peer reviewing the SRs and catching the errors missed by the customers.
- I have been awarded with the ‘Sleep Tight Certificates’ for excellent work.

### **Personal Details**

Date of Birth: 30th June 1986

Father’s Name: Shri. Y.S Negi

Marital Status: Single

Address: House No, 2071, Lodhi Road Complex, New Delhi-110003

### **Qualification Academic & Professional**

- MBA in Data Science from Bridge School of Management
- B.Com (Pass) from Delhi University
- Post Diploma in Software from NIIT

Place: New Delhi

Date: