

## **HARISH**

C-410, SANGAM VIHAR,  
New Delhi -110080,  
Email id:

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### **12 yrs. of experience in Executive Assistant**

#### ☐ **OBJECTIVE:**

Looking for a challenging position in Finance and accounts which is rewarding and provides ample scope for application of knowledge gathered during professional study.

#### ☐ **QUALIFICATION:**

- MCOM-Pursuing from IGNOU
- B Com (Pass)- IGNOU Delhi (2015)
- B A – J P University (2005)
- Intermediate -C.B.S.E (2001)
- Matriculation -C.B.S.E (1999)

#### ☐ **COMPUTERSKILLS:**

- Certificate in Computer on MS – Office. (MS word, MS Excel, MS Power point & MS Access)
- Certification in Tally 6.0 course from "Kalayanam Computer center, New Delhi, India".
- Speed in English @ 35 W.P.M

#### ☐ **EXPERIENCE:**

**May 2017toPresent : Deepsounds Entertainment Pvt Ltd**

**Deepsounds Entertainment** is one of India's leading artist management/event management companies; Deep Sound Entertainment is a name that has over the years, gained a cult status that takes them a notch above every other entertainment company that exists in the Indian market. They hire International and Domestic Artists (including Bollywood celebrities) for various kinds of performances in the field of Electronic Music and Private Events, in India and abroad. It also promotes raw talents in India and abroad.

Job Location : Delhi  
Designation : Executive Assistant  
Reporting to : Director's

**The role includes the following responsibilities.**

#### ☐ **Key Responsibilities:**

- Executive Assistant cum Finance Manger – DeepSounds Entertainment, also assisting to Directors and Artist manger for day to day task.
- Responsible for independently handling all secretarial functions, in addition also performing analytical work related to finance.
- Representing the company in all financial matters since the starting of the Company.
- Managing their books of accounts.
- Evaluation of costing per event, per artists etc.
- Managing their Bank Accounts – regarding day to day banking, foreign remittances, and payments to vendors.
- Interacting with various chains of Hotels, Clubs and Venues to get better deals and collection of payments.

- Coordinating with Legal Advisor regarding finalization of various Contracts, Registration of Brands etc.
- Organize, operate and maintain a comprehensive filing system for the company
- Taking monthly status of each event from Artist Manger & updating the same in monthly MIS.
- Handling all incoming and outgoing official mails, fixing appointments, maintaining daily calendar, organizing meetings, teleconferences in the office, scanning/ faxing, arrangement of stationery for the department etc.
- Travel Arrangements – Domestic & International: Preparing itineraries, arranging visas/ forex and making various other arrangements with the travel agent.
- Maintain & update contact management system.
- Review all taxi bills, travel statements, expense vouchers & perks vouchers and process for approval.
- Analysis of Financial Reports

□ **In-depth exposure to indicative list of functions:**

<b>Secretarial</b>	Administrative support to Director with Statutory compliance - Maintaining statutory Records
<b>Accounts</b>	Book keeping - compilation of Statement of Accounts -Accounting standards Disclosure Requirements – related compliance
<b>Audit</b>	Statutory, Internal & Tax Audits – Follow up/Remedial steps - setting up & complying with internal control policies/procedures
<b>MIS</b>	Monthly reports on Income, Balance Sheet, Cash Flow,

**Oct 2010 to Mar 2017: Sun Pharmaceutical Industries Ltd.**

**“Sun Pharmaceutical Industries Limited”** World largest Pharmaceutical Company, headquartered in India, is an integrated, research based international pharmaceutical company.

Job Location : Gurugram  
 Designation : Executive Assistant  
 Reporting : Head GIA Dept.

□ **JOBPROFILE:**

- Executive Assistant to Vice President & Head – Global Internal Audit, also assisting to Directors/GMs.
- Responsible for independently handling all secretarial functions, in addition also performing analytical work related to audits.
- Compile and prepare audit reports and preparing presentations
- Coordinating with various outsource auditors for Engagement Letters, Agreement, audit report, bills and payments.
- Organize, operate and maintain a comprehensive filing system for the Department which works as Audit Management System (Web Based) – repository for all audit reports and working papers.
- Assists GIA Head in monitoring departmental expenses by maintaining Expense Sheets and updating the claims made by the audit managers and mapping them to each audit assignment.
- Taking monthly status of each audit from Audit leads & updating the same in monthly MIS.
- Giving support for ISO Audit, preparation and follow-up for ISO certificate.
- Support given to concerned J-Sox leads & KPMG in conducting Design, Interim (OE) & Year End assessment in given below manner:
- Managed J-SOX portal independently (Creating folders, Uploading/ Modification of documents).
- Uploaded all final Activity Trail Documents (ATDs), Risk & Control Matrix (RACM), Questionnaires, Flow Charts, Narrative & Test Scripts on J-SOX portal.
- Consolidation of all RACMs and preparing J-SOX MIS report submitted to Management.
- Taking backup of J-Sox portal on timely basis
- Handling all incoming and outgoing official mails, fixing appointments, maintaining daily calendar, organizing meetings, teleconferences in the office, scanning/ faxing, arrangement of stationery for the department etc.
- Travel Arrangements – Domestic & International: Preparing itineraries, arranging visas/ forex and making various other arrangements with the travel desk.
- Maintain & update contact management system.
- To prepare taxi bills, travel statements, expense vouchers & perks vouchers & follow up with the accounts department for the clearance.

## Technical skills

- Can handle huge volumes of data in Excel.
- Proficient in word & PowerPoint.

### **Sept. 2008 –Sept. 2010 : Central Road Research Institute**

Central Road Research Institute (CRRI), a premier national laboratory established in 1948, a constituent of Council of Scientific and Industrial Research (CSIR) is engaged in carrying out research and development projects on design, construction and maintenance of roads.

CRRI carry out research on the utilization of locally available materials (conventional, waste and marginal) for construction and maintenance of roads and runways economically.

Designation : Executive Assistant

#### ➤ **JOBPROFILE**

- Reporting to Deputy Director of Geo Technical Engineering Department.
- Handling all incoming and outgoing official mails, scanning, faxing and making, arrangements of stationery for the department.
- Organize, operate and maintain a comprehensive filing system for the Department.
- Preparation of various MIS reports (expense report, cash report etc.).
- Handling all type of day to day administrative work.
- Handling travel arrangements and accommodation for department as required.
- Preparing Weekly Expense Sheets for voucher clearance & reimbursement.
- Inter departmental coordination & arranging meetings.
- Supporting all staff in there day to day work.

### **Sept. 2006 – Aug. 2008 : Satyam Cineplex's**

Designation : Team Leader

#### ➤ **JOBPROFILE**

- Handling team of 20 customer service assistant (CSA) and 10 Line men.
- Handling customer complaints and working for customer satisfaction.
- Monitoring cash reports and daily sales reports.
- Monitoring stock reports and inventories in the right way.
- Strategizing policies & procedures in the operating systems to achieve greater customer delight.
- Reviewing & interpreting the market trends/ client feedback to attune the business strategies as per the guest requirements & expectations.

### **July 2005 – Aug. 2006 : PVR Cinemas**

Designation : Entertainment Service Provider

#### ➤ **JOBPROFILE**

- Preparing daily cash reports and daily sales reports.
- Making stock reports and inventories in the right way.
- Taking care of Front Office desk.
- Maintain documentation & filing system for the Department.
- Handling all type of day to day administrative work.

### **PERSONAL DETAILS:**

- |                   |                   |
|-------------------|-------------------|
| • Date of Birth   | : 26.10.1983      |
| • Father's Name   | : Shri Gore Singh |
| • Sex             | : Male            |
| • Marital Status  | : Married         |
| • Languages Known | : English,Hindi   |

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