

## Meesha Dang



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DOB: 18th February, 1984

Marital status: Single

### OBJECTIVES

To carve a niche for myself and learn and grow with the organization, thereby utilizing my capabilities and enabling me to assist the organization successfully in achieving its objectives.

### PROFILE

- ☐ Executive Assistant with more than 9 years of experience in handling organizational and administrative work and dealing with official correspondence.
- ☐ High level of flexibility and adaptability, with a flair for getting through to people and managing them ably.
- ☐ Strong organizational skills, ability to handle multiple tasks and thrive in a challenging, fast-paced environment.
- ☐ Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources.

### EXPERIENCE

#### **Executive Assistant to Managing Director**

**Seetu Kohli Concepts Pvt. Ltd., Delhi**

May 2017- November 2018

#### **Executive Assistant to Managing Director**

**PREMCO GLOBAL LIMITED, Mumbai**

February 2016-January 2017

#### **Office Secretary to AVP-Operations**

**REINFORCED EARTH INDIA PVT. LTD., Delhi**

April 2012 – January 2015

#### **Executive Assistant to Vice President Cooperative Coordination**

**IFFCO KISAN SANCHAR LIMITED, Delhi**

December 2007 – November 2011

#### **Executive Assistant to the Managing Director**

**BIG APPLE CONSTRUCTIONS PVT. LTD., Delhi**

January 2007 – August 2007

**YWCA Trainee | POWER FINANCE CORPORATION LIMITED (A Govt. of India Undertaking), Delhi**

May 11, 2005 – May 25, 2005

**WORK ROLE**

Assisting MD office by handling day to day activities in co-ordination with internal /external departments for smooth business operations.

Handling all activities related to travel arrangements, hotel and ticket booking.

Managing an extremely active calendar of appointments, arranging detailed travel plans and itineraries and agendas and compiling documents for travel related meetings.

Handling correspondence -Emails, letter drafting, MIS reporting, power point presentations and file management.

Keeping track of various on-going issues and other regular jobs assigned from time to time for smooth functioning of the operations.

**EDUCATION**

**Master of Business Administration (MBA)**

Sikkim Manipal University 2007-10

**Specialization in Human Resource**

**Executive Secretarial Practice**

YWCA, New Delhi 2004-05

**BA (Pass) with Office Management and Secretarial Practice**

Janki Devi Memorial College (Delhi University) 2001-04

**AISSCE, CBSE with Commerce**

from Kendriya Vidhyalaya , Gole Market 2000-01

**AISSE, CBSE**

from Kendriya Vidhyalaya , Gole Market 1998-99

**TECHNICAL PROFICIENCY**

Windows Platform, MS Office, Lotus 1 2 3, Intranet Applications

**SKILLS**

Typing.

Shorthand.

Advance Management.

Secretarial Practice.

English for Business Communication.

**LANGUAGES**

English, Hindi

**EXTRA-CURRICULAR ACTIVITIES/HOBBY**

Handicrafts, Reading Books and Listening Music.