

RAJA MICHAEL

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VISION & OBJECTIVE

- Professional and highly organized employee looking to gain employment as an Executive Assistant. A Learner for life. To obtain a challenging and demanding job in an interactive manner that will further enhance my knowledge and skills. Highly self-motivated with a solid work ethic.

EXPERIENCE

- Worked for COUNTRY CLUB LTD as an Executive Assistant
(January 2011 to June 2014)
- Worked in AMB GROUP PVT LTD as an Executive Assistant.
(July 2014 to October 2018)

ACADEMIC QUALIFICATION

- B.A from Delhi University (2010-2013)
- 10+2 Intermediate, High School, C.B.S.E (2009-2010)
- Matriculation, C.B.S.E, Delhi (2007-2008)

COMPUTER SKILLS

- Basic knowledge of MS-Word, Excel, PowerPoint, Outlook, Internet,

NATURE OF WORK

“Executive Assistant to Chairman” and my responsibilities:-

- Handling e-mails, receiving calls and taking message on behalf of chairman.
- Fixing appointments and meetings for chairman.
- Updation of calendar for meetings and appointments and timely reminder of the same.
- Taking dictation and drafting letters.
- Taking responsibilities of chairman in his absence.
- Taking action point of meeting and follow on the same.
- Maintaining personal files and documents of chairman.
- Handling all correspondence in absence of chairman.
- Follow up with business stakeholders.

- Making travel arrangements for chairman via travel agent.
- Taking care of chairman's office maintenance.
- Liaising with private and government offices for pending approval and documentation.
- Keeping record of chairman's personal contacts and address list.
- Handling arrangements of chairman's conference meetings.
- Attending chairperson's guests and visitors and maintaining hospitality with them.
- Coordinate between staff and chairman to ensure smooth operations on office
- Handling petty cash for office use and monthly send report to chairman.
- Maintaining chairman's bill records & ensures timely payment of all related bills.
- Collecting reports from internal departments, timely submission of the same to chairman.
- Handling events management and responsible for all the arrangements.
- Arrangement of corporate functions, venue bookings and caterings.
- Order all related office stock like grocery, pantry, and stationary items.
- Coordinate with vendors and suppliers for timely services at right cost.
- Handling chairman's personal bank related work i.e cash/cheque deposit and withdrawal.

ADDITIONAL INFORMATION

- I have my own vehicle.

STRENGTH

Hardworking and dedicated towards work and respecting my elders & seniors are my key strengths. Making new friends and adapting to work environment.

PERSONAL INFORMATION

- Name : Mr. Raja Micheal
- Father Name : Mr. Raju Micheal
- Mother Name : Mrs.Beenu Micheal
- Date of Birth : 09-July-1990
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Residence : H.N.32 Ashok Vatika, Devli, Khanpur, ND-110062

SUMMARY

- Dedicated & hard working intellectual. Proficiency in analyzing, learning and understanding the roles & responsibilities assigned. A Self Starter, Go-getter & improviser in the quality of work & process assigned.