

Saurabh Verma

A-1794 2nd Floor Greenfields Colony, Faridabad
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Career Objective:

To learn and grow up in my career and to perform at my best in whatever role I am positioned, which suits my present skills and caliber and work towards customer delight which will help in achieving the organizational goals.

Working Experience:

Working With Mahavastu Corporation Ltd. (New Delhi) as a EA TO CEO (15- 01-2015 to till date)

- Assisting CEO in his day to day operations
- Coordinating and interacting with Senior Management of various companies / clients.
- Preparing papers for meetings, working on excel reports and preparing PPT
- Calendar management
- Promptly receiving and screening incoming telephone calls of the CEO office, providing friendly and professional greeting, taking messages as appropriate and eliciting necessary information to allow timely and accurate responses.
- Handling confidential correspondence, careful management of document flow, and directing various queries to the concerned departments.
- Handling confidential information in line with the firm's data security protocols. Prioritizing incoming correspondence, including letters, Faxes, email, filter requests for appointments and arranging internal/external meetings and conference calls
- Drafting letters, preparing meeting agenda, minutes of meeting.
- Coordinating, following up and handling the corporate communication between MD and HODs
- Provide day to day administrative support to each department.
- Handling all confidential & non confidential Documents

Worked With WNS (Gurgaon) as an Sr. CSA (13-01-2011 to 13-01-2015)

- Experience in Denial Management, Claim Status, Medical Billing.
- Compiling the data of the customer in the system
- Maintain schedules and calendars.
- Arrangement for meetings and calendars.
- Coordinate with all staff & Clients.
- Preparing correspondence on behalf of Manager.
- Preparing papers for meetings, working on excel reports and preparing PPT
- Collect information for updating and maintaining contacts on Outlook.
- Provide day to day administrative support to each department
- Promptly receiving and screening incoming telephone calls of the Manager's office,
- Providing friendly and professional greeting, taking messages as appropriate
- Eliciting necessary information to allow timely and accurate responses.

Worked with Parkland Hotel as a Front Office Assistant Tr. (01-09-2008 To 10-01-2011)

- Proactively manage hotels and Guest complaints and resolves with patents
- Effectively managing the daily operations of the hotel
- Making sure that guests have a good first and last impression of the hotel.

Educational Qualifications:

- Completed Graduation from BHM from Rajasthan University in 2008
- Completed MBA from Sikkim Manipal University in Human Resource 2014

Academic Qualifications:

- Completed (12th)/ Sec secondary from Delhi CBSE Board (passed in 2004)
- Completed Metric from Delhi CBSE Board (passed in 2002)

Computer Knowledge:

☼ **Microsoft Office:**

- Basic Excel
- PowerPoint
- Word
- Internet

Personal Information:

- Name : Saurabh Verma
- Father's Name : Mr. M.S Verma
- Date of Birth : 27 June 1986
- Address : 72C, Pink Apartment, Dashrat Puri,
New Delhi-110045
- Marital Status : Married
- Language : Hindi and English

Declarations:

I do here by inform that all the information's provided by me are correct and true to the best of my knowledge

Place:

Date:

Signature