

# **CURRICULUM VITAE**

## **ANANT THAPLIYAL**

A-100 Durga Vihar,  
East of Sainik Farm,  
New Delhi – 110062  
Mob. - 9990326789  
E-mail – [anant.thapliyal@gmail.com](mailto:anant.thapliyal@gmail.com)

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### **Career Objective**

- To work in a healthy, competitive environment with scope for personal development.
- To obtain a challenging position utilizing proven abilities developed through my experience and education with the opportunity for professional growth.

### **Professional Synopsis**

- A dynamic Management professional with 10 years of experience in handling Executive assistant role.
- An effective communicator & Team player with excellent working relationship building & interpersonal skills.
- Posses strong analytical, problem solving and organization abilities.
- Consistent ability to priorities, schedule and wok systematically, achieves competing deadlines without compromising quality.
- Result oriented with a continuous quest for learning.
- Computer literate and keen to embrace new technology.

### **Academic Qualification**

- PGPM in Operation & Marketing from IMT Ghaziabad.
- B.Com (Pass) from Delhi University.
- Passed XII from All India CBSE Board.
- Passed X from All India CBSE Board.

### **Professional Qualification**

- One year **Diploma** in Office Management from New Delhi YMCA

### **Computer Skills**

Window XP, Ms Office (Word, Excel, PowerPoint), Ms Access, Outlook Express/ Lotus Notes, E-mail, Web browsing/ surfing.

### **Work Experience**

(A) **Feb 2014 – till date at Group Silverglades (Silverglades Golf Development Company Pvt. Ltd.), Gurgaon, Haryana.**

**Job Profile :** I am presently working with Group Silverglades (M/s Silverglades Golf Development Company Pvt. Ltd.) as EA to CEO. The company is one of the leading organizations in the field of Real estate, Construction, Designing and

maintenance of golf course and PAN India distributor of Rainbird irrigation product.

My responsibilities cover:

- Drafting & handling business correspondence.
- Preparing MIS and other reports and manage data as per management requirements.
- Compilation, co-ordination, analysis of data/ information related to sales/ marketing/ operations activities & providing periodic reports (daily, weekly monthly) to CEO.
- Calendar Management - Scheduling meetings, keeping track of the meeting / visits schedule.
- Preparing presentations for different management meetings.
- Coordinates travel arrangements, ticket booking by Air and train, hotel arrangement and prepare expense reports.
- Follow up & Coordination with various disciplines HODs for meeting/ reports.
- Coordinates with Project Manager for various site reports.
- Handling cargo import.
- Vendor management, vendor development, Administration procurement, taking quotation from vendor and make comparative statement.
- Coordinating various marketing activities like coordination with designer agency for updating data in website, SEO activities for company website.
- Organizing Business Promotion activities in exhibitions, etc.

**(B) May 2011 –Jan 2014 Worked with Valyoo Technologies Pvt. Ltd. (Lenskart.com, Watchkart.com, Bagskart.com, and Jewelskart.com), Okhla Industrial Area, New Delhi.**

**Job Profile :** Worked with M/s Valyoo Technologies Pvt. Ltd. as EA to CEO.

The company is one of the leading organizations in the field of IT and E-commerce

My responsibilities cover:

- Drafting & handling business correspondence.
- Calendar Management - Scheduling meetings, keeping track of the meeting / visits schedule.
- Compilation, co-ordination, analysis of data/ information related to sales/ marketing/ operations activities & providing periodic reports (daily, weekly monthly) to CEO.
- Preparing/ compiling presentations for CEO's consumption for different management meetings.
- Coordinates travel arrangements, prepares itineraries and expense reports.
- Coordination with various disciplines HODs.
- Provide all type of computer related assistance (Word, Excel).
- Follow up of schedule actions identified in the meeting / audits / various correspondences.
- Preparing MIS and other reports.
- Attending Visitors.
- Maintaining the confidential files/data bank.
- Provide all assistance to CEO on day activities.

**(C) Worked with Saipem Triune Engineering Pvt. Ltd. (An ISO 9001: 2000 certified organization), MCIE, Mathura Road, New Delhi – 44. from (Aug 2006 – May 2011)**

**Job Profile :** Worked with M/s Saipem Triune Engineering Pvt. Ltd. as Secretary to Vice President in Project Management Department. The company is one of the leading organizations in the field of engineering consultancy, design engineering and project management services in Oil & Gas projects, Offshore/ Onshore projects. Nature of my job is to provide all secretarial support to VP-Projects.

My responsibilities cover:

- Handling business correspondence.
- Preparing Proposals and Tenders.
- Coordination with Client.
- Coordination with various disciplines.
- Project Invoicing and Follow up of payment.
- Provide assistance to VP on Project management activities.
- Provide all type of computer related assistance (Word, Excel, PowerPoint).
- Follow up of schedule actions identified in minutes of the meeting / audits / various correspondences.
- Coordinates travel arrangements, prepares itineraries and expense reports.
- Preparing MIS and other reports.
- Attending to Client and Visitors.
- Maintaining the confidential files/data bank.
- Documentation as per ISO requirement.

**Personal Profile**

Date of Birth	:	15 March 1982
Fathers Name	:	Shri O. P. Thapliyal
Language Known	:	English, Hindi
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Expected Salary	:	Negotiable
Joining Period	:	1 months

Place :

Date :

**ANANT THAPLIYAL**