**H.No.-C-8, Budh Vihar Phase-1, Near Hanuman Mandir, Delhi.**

**Mob.:- +91-9990701253**

**DEVENDER SAINI** Emai.: **devendersaini27@gmail.com**

**CAREER OBJECTIVE**

To start challenging career with prestigious organization and prove myself an asset to the company.

## EDUCATIONAL/TECHNICAL SYNOPSIS

* **Professional M.B.A. from Sikkim Manipal University**
* **Academic Graduate from Delhi University**
* **Technical 3 ½ Years Computer Engineering Diploma under AICTE.**

## Area of Specialization

* **Secretarial, Administration, IT, Coordination**

## \*\*Secretarial cum Administration Profile Exp. : 10 yrs.

## Professional Synopsis

* Currently associated with **Merino Group of Industries, Delhi** as “**Secretary To Director”** from 25.07.10 to till date.
* **Current Job Profile :- Secretarial , General Administration, Sales & Marketing Team, Coordination, IT Infrastructure Management**
* Worked with **Mirchi Networks (P) Ltd., Delhi** as an **“Executive Assistant to Director”** from Dec. 2009 to June 2010.
* **Job Profile : Secretarial, General Administration, Coordination, Recruitment Process.**
* Worked with **Green Fiesta (P) Ltd., Kundli, Near Delhi Border** as an **“Executive Assistant- Administration & Coordination”** from Se**pt. 2005 to Dec.2009.**
* **Job Profile : Administration, Coordination, Handling Domestic Logistic, Mktg. Team Coordination, HR (Recruitment), IT Infrastructure Management**
* Worked with **Maruti Udyog Limited** , Gurgaon, in PAP department as a **“ Coordinator”** from June-2004 to August 2005.
* **Job Profile :- EDP, Logistic Handling, Coordination, Sales Team Management.**

**SECRETARIAL PROFILE**

* Prepare and maintain program, Director meeting schedule and daily appointment date & time.
* Worked very closely with the Management team to ensure complete client satisfaction, maintaining and monitoring the Operations data to ensure a true picture of their performance and providing feedback/recommendations for the improvements.
* Arranging day to day meeting of all departments with Managing Director.
* Fixing of appointment with vendor etc.
* Sending and Receiving E-mails.
* All Secretarial Work (Like Take Dictation, Type letters etc.)
* Train & Flight Booking, Hotel Accommodation
* Maintaining & Feeding Data relating to Projects in SFA (Sales Force Automation) Software.
* Maintaining Record of All Office Equipments.
* Co-ordinate with All Departments.
* Checking of Conveyance Vouchers of Marketing Staff through Google Map and also checked with GPRS tracking system.
* Sending mails of b’day & anniversary wishes to company clients.

## ADMINISTRATION KEY ROLE

* Administration related work (Telephone bills, AMC-AC/Computers, Office Expense. House Keeping, Water supply, Electricity Bill)
* Stock Management of Stationary Material, Pantry Items, Laptops.
* Handling office coordination and Administration work.
  + Purchase of general goods, building maintenance, scrap sale time to time.
* Daily repair /maintenance and upkeep of all fitment and moveable items within the office complex.
* Distribution and Maintenance of Uniform Record.
* Maintain Attendance & Stationary Register.

**MARKETING TEAM CO-ORDINATION**

* + Play an effective role with marketing team
  + Preparation of Monthly Route Plan (PJP) in defined Software.
  + Maintaining record of Sales vs Projection of Marketing team in Excel.
  + Maintaining Architect, Contractor & Dealers detail in Excel vs Software
  + Sales Personals coordination for receiving enquiry from client & sending quotation.
  + Assessment with Management on Qly basis by preparing MIS in Excel for Target vs Sales.
  + Generating Complete MIS of Company Annual Budget with Sale in Excel.
  + Planning of Gift Distribution to Business Associate at the time of Diwali.
  + Purchasing of Gift Items for time to time Distribution to Business Associates.
  + Handling independent Complete Planning vs Distribution process.
  + Complete key role with Marketing team for their effective working etc.

**HUMAN RESOURCE KEY ROLE**

* Worked closely with Human Resources Managers in recruitment process.
* Finding the resumes from the portal.
* Coordinating for interviews from different agencies.
* Maintaining the record of recruitment.
* Complete the joining process of the candidate in the corporate.
* Manage Employee counseling, personal issues & grievance handling
* Maintain Personal Records of Employees.

## COMPUTER PROFICIENCY

#### Keeping complete Record of Laptop & Desktop.

#### Purchasing of system accessories, new branded PC & networking equipment.

#### Maintaining Wifi & LAN in office premises.

#### Proficiency in MS Word, MS Excel, MS Power Point, Microsoft Outlook.

* Good Knowledge of Hardware & Networking concepts with installation and troubleshooting.
* Creating users account, E-mail ID & managing resources & access permissions.
* Complete knowledge to Assemble a PC with Installation, configuring, troubleshooting and maintenance of PC's and hardware peripherals.

## EXTRA CURRICULAR ACTIVITIES Vs ACHIEVEMENTS

* Full of initiative, energetic and with good organizing , negotiation and interpersonal skills to manage the teams and the projects
* Decision making with positive attitude.
* Won First prize in 1993 & 1995 at School level for best speaker & Writing Competition.
* Won First prize award from Minister of Education of Haryana Educational Board in 1995 for Best drama contest on Educational awareness.
* Got Best Performer Award 2011-14 in Merino Group of Industries

## HOBBIES

Writing Skills & try to learn something new from anywhere.

## PERSONAL DETAILS

**Father’s Name : Sh. Dattar Singh**

**Date of Birth : 27th November, 1980.**

**Marital Status : Married**

**Nationality : Indian**

**Permanent Address : V.P.O- Kharkhoda, Distt.- Sonepat (Hr.)**

**Near Delhi Border.**

**# Current Salary : 45K**

I hereby declare that all the above information is correct to best of my knowledge.

**Devender Saini**