**JYOTI TANEJA**

WZ-23, 3rd floor

Ramgarh Colony, Moti Nagar

New Delhi-110015

Mob No. 9873451179

**Email Id**: jennys2357@gmail.com

**CAREER OBJECTIVE**

To work in a challenging and motivating environment which allow me to use my education and experience**.**

**WORK EXPERIENCE**

* Working as an Executive Assistant to Divisional Director in Macquarie Global Services since April 2016 till date

Job Description

1. Calendar Management (for Divisional Director and Associate Director)
2. Travel Management (for all the Directors and Executive’s)
3. Handling Concur
4. Clearing Invoices through Procure to Pay
5. Coordinating globally for the changes in the organization and setting up of the meetings
6. Organizing sessions, events and trainings
7. Making Agenda and Itinerary for the Directors across globe visiting India.
8. Recording of data (Awards, trainings, travel details, employee details)

* Has worked as an Executive Assistant to CEO (Partners) in Pure Play Sports from January 2016 till March 2016.

Job Description

1. Coordination with clients meeting up with the CEO (through Mails/ Phone Calls)
2. Attending meetings, taking minutes and keeping notes
3. Managing the day-to-day operations of the office
4. Preparing of Travel plan - Ticket details, pick up details, Stay details
5. Maintaining files and records pertaining to confidential data
6. Replying to mails or rerouting of mails to the concerned person
7. Analysis and presentation of research information as requested by the Chief Executive Officer
8. Providing Timely administrative/ secretarial support regarding maintenance of diaries, correspondence, typing, setting appointments, and collating data and information

* Was working as a Secretary to the Executive Chef in Hotel Taj Palace since November 2011 to December 2015.

Job Description

1. Co- ordination between different departments & Hotels
2. Arranging appointments
3. Attending meetings, taking minutes and keeping notes
4. Managing the day-to-day operations of the office
5. Organizing and maintaining files and records
6. E- mail communication
7. Submitting on- line data
8. Conduct Training classes
9. Making KRA for Executives & Staff
10. Handling Bills
11. Conducting Internal Audit as per the ISO 22000 standards
12. Making complaint analysis and its action plan
13. Giving Departmental presentations
14. Filing Work
15. To assist the Chef in procurement of ingredients as per the hygiene standards.

**INTERNSHIP**

15 days internship in HR & Admin Dept. of B.Braun Medical (India) Pvt. Ltd.

**ACADEMIC QUALIFICATION**

* B.com (P) from Delhi University in 2011
* 12th from C.B.S.E. in 2008
* 10th from C.B.S.E. in 2006

**PROFESSIONAL QUALIFICATION**

One year Diploma in Office Management from New Delhi YMCA in 2010- 2011.

**Course contents**

* Functional English
* Office Management
* Communication Lab
* Business English Communication
* Computer skills
* Basic knowledge of German Language

**STRENGTHS**

* Hardworking
* Committed towards work

**INTERESTS**

* Learning new things
* Listening Music

**EXTRA CURRICULAR ACTIVITIES**

* Participated in debates and various cultural events at school level**.**

**ACHIEVEMENTS**

* Certified ISO 22000 Internal Auditor
* Certified Taj Departmental Trainer
* Performed in Taj Annual Cultural Evening
* Scored1st position in both the semesters of YMCA
* Gave successful presentations using OHP & PPT
* Issued a magazine- “DIABENEWS” as an Editorial Board

**PERSONAL PROFILE**

Date of Birth : February 23, 1991

Father’s Name : Mr. S.P Taneja

Husband’s Name : Mr. Kunal

Languages Known : Hindi, English, Punjabi & Basic Knowledge of German

**DATE (JYOTI TANEJA)**