Payal Bora

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# OBJECTIVE To learn and earn without having to compromise on work ethics and be given an environment that promotes creativity and out-of-the-box thinking.

# WORK EXPERIENCE

## Summary

## Employment Details

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| **Employer:** Capital Hyundai |
| **Designation:** Executive Assistant |
| **Period:** April 2016 – Till Date |

### Job Responsibilities:

* Managing businesscalendar and agendas.
* Overviewing meetings& discussions, and drawing MOM for future references.
* Coordination & maintenance of all related documentation & records.
* Coordination with HR in organizing interviews and recruitments.
* Managing travel arrangements and communications for the Managing Director.
* Day to day reportingfrom respective departments.
* Coordination with Sales team regarding targets and customers enquiry.

### Skills, Technologies, andTools

* Microsoft Office
* Windows/Mac/Ubuntu
* Outlook

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| **Employer:** Cosmic Structures Ltd. |
| **Designation:** Executive Assistant |
| **Period:** September 2011 – April 2012 |

### Job Responsibilities:

* Managing businesscalendar and agendas.
* Overviewing meetings& discussions, and drawing MOM for future references.
* Coordination & maintenance of all related documentation & records.
* Coordination with HR in organizing interviews and recruitments.
* Managing travel arrangements and communications for the MD.
* Day to day reportingfrom respective stakeholders and departments.

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| **Employer:** Collective Growth Pvt Ltd. |
| **Designation:** Executive Assistant |
| **Period:** February 2011- July 2011 |

### Job Responsibilities:

* Managing businesscalendar and agendas.
* Overviewing meetings& discussions, and drawing MOM for future references.
* Coordination & maintenance of all related documentation & records.
* Coordination with HR in organizing interviews and recruitments.
* Managing travel arrangements and communications for the MD.
* Day to day reportingfrom respective stakeholders and departments.

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| **Employer:** American Express, Gurgaon |
| **Designation:** Disputes Analyst |
| **Period:** September 2006 – November 2009 |

### Job Responsibilities:

* Handling disputes of American Express Card Members.

### Skills, Technologies, andTools

* Microsoft Office
* Adobe Acrobat
* Windows
* Outlook

# ACADEMIC DETAILS

# Bachelor in Commerce

# PERSONAL DETAILS

**Date of Birth**: Feb 1, 1985.

**Nationality**: Indian  
**Present Address**:F-80, Sector 56, Noida, India.

**(Payal Bora)**