PRIYANKA VOHRA

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**Profile Summary**

***“MBA with 4 years of*** *total work experience as* ***an Executive Assistant & Admin Professional*** *with rich experience in* ***General Administration, Support Management & Procurement****. Highly focused & result oriented having* ***excellent communication and interpersonal skills*** *with a proven track record of successfully handling feedback management system of internal and external stakeholders”*

**Professional Skills & Key Responsibilities**:

* MIS
* General Administration, Documentation & Event Management
* Travel Management
* Effectively managing secretarial work like Dictation, filing expense reimbursement, filtering emails
* Capable of work stress management & maintaining turnaround time (TATs)
* Capable of multi-tasking

**Trainings and Projects undertaken**

* Did 6th semester Industrial Training in Delhi Metro Rail Corporation (DMRC) and worked on PLC and SCADA.
* Have done Major project named Electronic Security Barrier which is the Security system used in many Large Industries.
* Have done 8 weeks of Summer Training in HR department in NTPC Ltd, Noida. Also have done a project named Effectiveness of Training and Development at NTPC.
* Have done Dissertation on topic Work Stress – Theories and Manager’s attitude.

**Key Accomplishments**

* Have been awarded as the Go Getter employee by the company in the RnR Awards ceremony.
* Organized for Endeavour ’09 - The Management Fest of Amity Business School.
* Core member of HR Club Amity Business School and also actively participated in the various events organized in the Amity Business School.
* Assisted in Literature for the Renvoi-08 in the college.

**Professional Experience:**

1. **Xerox Litigation Services Pvt Ltd alias XLS Noida (October 2015 – Present)**

Xerox provides integrated data analytics, technology and services to help you uncover the information you need to solve your litigation, investigations, compliance and business problems — and make the best decisions possible.

**Key Responsibilities:**

* Managing all sorts of communication and correspondence – written, telecom or online, providing day to day secretarial assistance, tracking of all the events of significance to the Divisional Vice President.
* Managing internal communications related with Various Department and other Senior Executives.
* Handling the calendar and arranging meetings and calls required as per the business need.
* Working on various confidential data, making graphical reports, data analysis using formulas and making presentations as per the requirement.
* Establishing relations with various luxury hotels and work in co-ordination with them as per the need of the visiting employees or clients. Also, arranging logistics for employees or clients visits.
* Attending meetings whenever required with senior delegates to take down the minutes and also circulating the MoM to the attendees group, if need be.
* Handling all finance related confidential data and reimbursements for DVP on a monthly basis.
* Travel arrangements (including visa processing & ticket booking) for Management level and other senior executives.
* Working as an administrator & in co-ordination with Finance, procurement & Admin for Asset Management. Handling all procurement related activities from PRF till receiving assets and maintaining a record of all the important documents and in & out data on intranet portal as well as in registers.
* Also have been in contact with various vendors for inviting quotations for procurements as per business need.
* Acting as an in charge for all the asset related requests & returns for all the employees on floor.
* Working on the employee’s compensation data every month and compiling the allowances based in their shifts and sharing the same with HR & payroll.
* Working in co-ordination with HR and in house fun officers for organizing events and festivals for employee engagement activities.
* An active member of the office ERT (Emergency response team) and have been actively taking part in all drills planned or any real emergency situations for safety of employees.
* Have attended many trainings on MS-Excel (Basic & Advanced) and self-defense.

1. **HMS Infotech Pvt Ltd alias Hotelogix (February 2015 – Oct 2015)**

Hotelogix helps both the old and the emerging hotel climb onto our platform, which lets them match the versatility and dynamism of the larger, more resourceful hospitality businesses. They do this by creating great technology and by making it accessible to hotels that previously wouldn't be able to afford it.

**Key Responsibilities:**

* Managing all sorts of communication & providing day to day secretarial assistance to the Director.
* Managing internal communications related with Various Department and other Senior Executives.
* Handling general admin & HR activities like – arranging interviews for Senior Management level candidates and their logistics.
* Travel & Logistics arrangements (including visa processing) for Director and other senior executives.
* Event Management
* Handling general admin assignments for the facility.
* Working as interface with various external and internal business partners for managing company secretarial documents and providing necessary support to shareholders wherever needed.
* Inviting quotation for Software and licenses from the Vendor and Issuance and maintenance of Purchase Orders (Vendor Management)
* Maintaining MIS

1. **Barclays Shared Services(ISS India) (January 2013 – November 2014)**

Barclays is a major global financial services provider engaged in retail banking, credit cards, corporate and investment banking and wealth management with an extensive international presence in Europe, the Americas, Africa and Asia.

**Key Responsibilities:**

* General administration and managing Front Office
* Attendance and Leave Management of facility team
* Handling MIS reports
* Expatriates Travel Management and related logistics
* Visitor Management and related logistics
* Event Management

**Educational Qualification**

* **MBA in Human Resource** from Amity Business School, Noida - 2010
* **B. Tech in Applied Electronics & Instrumentation** - 2007