URVASHI ARYA

Mobile: +91.84474.99164

AryaUrvashi7@gmail.com

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| **Executive Summary** |

* Overall **5 years** of professionally enhancing career; an excellent multi-tasker with multi-industry experience, intuitive personality and excellent co-ordination & time management skills.
* Self-motivated individual; dedication & perseverance in complex conditions ensure above average performance at all times.
* Firm believer of collaborating with people for desired outcomes, quick learning/course-correction, pleasing nature and transparency being key traits which enables high effectiveness to manage professional objectives.
* Understands and appreciates executive management time pressures and how to enable the executive to be more productive and be focused on strategic & tactical goals.
* Creative mindset and quick-on-the-feet decision making ensures highly efficient work deliverables.

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| **OBJECTIVE** |

To professionally enhance my current skills and experience by associating with a company which values personal growth of employees, gives opportunity to perform independently and believes in skills training and enabling environment that fosters high performance.

Firmly believes that **Executive Assistant** role gives me an opportunity to be associated with senior/top management and develop into **Business Management** role over a period of time.

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| **TECHNICAL KNOWLEDGE** |

Proficiency in tools like Microsoft Office such as Access, Excel, Outlook, PowerPoint, Word and Company PeopleSoft/Business Systems.

Proficient in **Social Media**, new-age social mass reaching mediums like LinkedIn, Twitter, Facebook, WhatsApp for agile management of professional tasks as they apply in any corporate business environment.

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| **PROFESSIONAL EXPERIENCE** |

Tech Mahindra Ltd

**Tech Mahindra Ltd. Noida (**$2.7 B IT Services Company**)**

**Title: Senior Business Associate**

**Role: Executive Assistant**

**(Nov 2012 onwards)**

* Assist **Senior Executives** (SVP/VP level) across various functions that are responsible for **multi-million dollars business units individually**.
* Executive Time Management, Organizing Meetings and high-profile Client visits management. Preparing high-level agenda and validation with senior executives.
* Prepare reports on key projects or activities flagged for tracking by executive management and ensure completion by follow-up and well laid-out escalation mechanisms.
* Collaboration Management and Schedule such as **Audio and Video Conference** meetings including Cisco Tele Presence.
* Travel Co-ordination and Preference Management – internationally and within India.
* Expense Management including preparing reports, submission on ERP and reimbursement tracking.
* Multi-department coordination as required in any large organizational system.
* Management of confidential information and maintaining information bifurcation effectively.
* Any research preparation based on requirements and preparing collateral summary for consumption of executive manager.
* Booking conference rooms for meeting and catering for coffee meet, annual forums, yearly team outing. Arranging logistics for Expacts for outdoor trips.

**Morpheus Developers Group (**Real Estate Industry**)**

**Title: Executive Assistant to Managing Director**

**(April 2010- Oct 2012)**

* Role of Office Manager cum EA. Working closely with the management team and be involved in decision making process.
* Time Management of MD including organizing and communicating schedule of international conference calls and meetings.
* Coordinates/schedules for internal and external interviews.
* Preparing/Formatting Presentations and assist during presentations.
* Credit Card payments, renewals, bill payments, client invoicing etc.
* Travel and logistics for India and International Travel.
* Discretion management in handing confidential and sensitive information.
* Liaising with clients, suppliers and other staff.
* Flexible work schedule including work from home based on requirements and geographic time differences.

[](http://www.wartsila.com/en_IN/Home)

Wartsila, India (Euro 4.7 B Power & Energy Company)

**Title:** **Admin Executive (**Contract Position – Full Time**)**

**Dec 2007 – April 2009**

* Drafting letters, maintaining business and personal files.
* Coordination of executive meetings, arranging & scheduling appointments.
* Filling important documents.
* Travel and logistics for India and International Travel.
* Office Management such as information management, filing systems, requisition of supplies, and other administrative services.
* Interacts with all levels of management, customers, vendors, and outside executives.
* Provides administrative and secretarial support for business unit executive(s).

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| **Professional Qualification** |

* Two Year Full Time Diploma from **AHA** in **Aviation & Hospitality**.
* Certification in German language proficiency from **AHA with A++ Grade.**
* ITDC Training/Certification with Hotel Ashoka and Hotel Samrat, New Delhi.
* Certified in **First Aid Administration** from **Red Cross Society**, New Delhi.
* Training by **DGCA** with **Jet Airways.**

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| **Educational Qualification** |

* Bachelor’s in Commerce with First Division, Meghalaya University
* Senior Secondary, Delhi Public School (Commerce stream) – First Division
* High Secondary, Delhi Public School – First Division

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| **PERSONAL PROFILE** |

Father Name : (Late) Mr. Tara Lal Arya

Date of Birth : 25September 1986

Passport : Available

Gender/Nationality : Female / Indian

Languages Proficiency : English, Hindi & German

Current City : Noida, Uttar Pradesh, India