**Amrit Channa**

**OBJECTIVE:**

To constantly grow in an organization that offers me an enriching work environment where my skills of coordination, management and execution can be further enhanced.

Specialties: Planning, Production, Management, Execution, Co-ordination, Administration, Operations.

**EXPERIENCE:**

**Executive Assistant; Info Edge (India) Limited Noida, India**

**(March’18 – Present)**

* Taking care of administrative support and day to day task for the CTO and team.
* Coordinating meetings for CTO
* Taking care of his meetings with guest and team.
* Managing departmental needs like Courier, Stationary etc.
* Maintain records of all official documents and communications.
* Coordinating travel itineraries, tickets, hotel reservation, for domestic travel. Facilitates a smooth travel and transfer for the team.
* Arranging and managing in house meetups and conferences events.

**Executive Assistant- TL-Admin; Paytm- One97 Communications Ltd; Noida, India**

**(November’17 – February’18)**

* Taking care of administrative department
* Taking care of his meetings with guest and team.
* Managing departmental needs like Courier, Stationary etc.
* Maintain records of all official documents and communications.
* Coordinating for Visa documents, if required preparing covering letters and coordinating Invitation letter
* Coordinating travel itineraries, tickets, hotel reservation, Forex for foreign travel & cash advance for domestic travel. Facilitates a smooth travel and transfer for the team.

**Editorial Co-ordinator- Executive Assistant; Harper's Bazaar Bride magazine-India Today Group; Noida, India (March'15 – October’17)**

* Later Promoted with additional responsibilities as Fashion Booking Assistant.
* Keeping records of Editor Meetings.
* Taking care of administrative department.
* Attendance & leave records for salary processing.
* Maintain records of all official documents and communications.
* Liaise with Finance, IT and facilities for day to day operations.
* Managing Calendar for Editor and her direct reports.
* Coordinating for Visa documents, making Invite and covering letters.
* Coordinating travel itineraries, tickets, hotel reservation, Forex for foreign travel & cash advance for domestic travel. Facilitates a smooth travel and transfer for the team.
* Managing departmental needs like Courier, Stationary, etc.
* Managed Editorial & Freelancers Budget: Maintained and documented all the bills and correspondence for the same.
* Timely payment to all the vendors and freelancers: Maintained a tracker with all the required details.
* Timely processing of Editor’s task (Forex, DA, Reimbursements, Official Claims & Cash Advances).
* Handling monetary aspects of PR generated funds, following up for timely submission of cheque/transfer from their end. Ensures timely remuneration.
* Managed end to end production for multiple shoots. Ensures timely and organized production.
* Coordinating, managing and executing productions for all national and international fashion shoots with models and celebrities
* Booking talent such as photographers, hair and makeup artist, models, locations, and arranging barter deals for the shoots.
* Managing budgets for the shoots and monthly issues
* Supporting editorial staff in all activities

**Executive Assistant to GM-Operations; Audi Delhi West (Audi India Dealership); New Delhi, India**

**(June’14 - March'15)**

* Assisting GM- Operations for reports formation and sharing the same with Audi India.
* Administration handling and Business Overview Reports & Analysis making.
* Making reports for Audit purpose. Helping other departments and understanding theirneed of reports and helping them for preparation.
* Record maintenance of Minutes of Meetings. And circulating the same with the team.
* Files maintenance of Operations department for audit purpose.
* Targets and Incentives policies formation and record maintaining.

**Executive Assistant to Directors;Republic of Property a Santasha Real Estate Venture; Noida, India (Oct’11 - April’14)**

* Later promoted with additional responsibilities as Manager-Operations.
* Handling all Executive Assistant part for Directors, HR, backend, Leads, queries, customer services, vendor co-ordination.
* Keeping records of Director Meetings.
* Taking first round of interview for Recruitment Process. Joining formalities of employees, Salary transfer co-ordination with accounts department.
* Helping Candidate through the Selection Procedure till the time one gets the offer letter.
* Administration of offer letters and appointment letters. Drafting all kinds of Official letters, Notices & Circulars. Maintaining staff files for record keeping and documentation.
* Attendance & leave records for salary processing.
* Issuing all kind of letters (Offer, appointment, promotion, change of designation or department, warning letter, increment, reimbursement, allowance, etc.) Performance Appraisal Rating for team members.
* Maintenance of data for Employee Information System. Exit Formalities.
* Conducting due diligence on all applications to verify all information including employment verifications.

**Administration Executive; Ozone Overseas Limited; New Delhi, India**

**(Dec'10 - Sep'11)**

* Taking care of the day to day admin activities of the Organization.
* Handling Reception Guest & Associate calls.
* Maintaining proper checklist related to housekeeping activities to ensure upkeep of facility.
* Giving training & induction to housekeeping supervisors & houseboys.
* Coordinating with the vendors towards the food and snacks for the associate and provide timely service to the associates.
* Taking care of the pantry and ensure that the stock is maintained and served to the associates with hygiene and care.
* Managing and assisting basic arrangement for client visit & board meeting.
* Procurement and Inventory management. Managing day to day purchases of office requirements, maintaining inventory of stationary, Medicines, etc. and maintained the record for the same.
* Verifying Admin bills at first level and maintaining the MIS for the same.
* Taking care of the imprest of Admin department for Staff welfare.
* Vice president Office as an EA.
* Conference, VC & Meeting room bookings and also arranging meetings for Circle’s COO.

**Executive Assistant; NCR Multitrade Pvt. Ltd; New Delhi, India**

**(Jan'10 - Sept’10)**

* Handling all Executive Assistant part for Directors, HR, backend, Leads, queries, customer services, vendor co-ordination.
* Keeping records of Director Meetings.
* Taking care of administrative department.
* Administration of offer letters and appointment letters. Drafting all kinds of Official letters, Notices & Circulars.
* Maintaining staff files for record keeping and documentation.
* Attendance & leave records for salary processing.
* Handling client queries through calls, mails and helping them with the needful regarding their booking through our company.
* Coordinate meetings, prepare reports and other confidential materials, arrange travel, manage expenses and train other support staff
* File and manage paperwork, mail letters, and purchase office supplies.

**EDUCATION:**

**Bachelor of Commerce**

Delhi University, New Delhi (2010 - 2014)

**Higher Secondary Class**

CBSE, New Delhi (2008 - 2009)

**Secondary Class**

CBSE, New Delhi (2006 - 2007)

WZ- 89/B Ramgarh Colony Street No. 12, Opposite Kirti Nagar New Delhi- 110015

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