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| |  |  | | --- | --- | | Name: Jaidev SarohaEmail: jaidevsaroha1995@gmail.comGender: MaleCurrent Designation: Executive Assistant to MC OfficePermanent Address:V.P.O Bali Qutubpur Ganaur Distic-Sonipat (131101)  |  | | --- | | Haryana.  9671100196/8527879196 |  Personal Data:Father's Name: Mr.Seva SinghMother’s Name: Mrs. SushmaDate of Birth:13 December 1995Age: 25 yearsSex: MaleNationality: IndianMarital Status: UnmarriedKnown Languages: Hindi, EnglishSalary Details: Rs.37,000/-PM CTC.Expected Salary: NegotiableHobbies:Extreme Adventure SportsPlaying and watching kabaddiCookingExperience:Executive Assistant to MC Office (May 2018 to Present Apollo Munich Insurance)EA to Medical Director (Since Jan 2016 to May 2018 W Pratiksha Hospital)18months as Front Office & Guest Relation Executive(Fortis Hospital, Gurgaon) **6** months as HOT (Jaypee Green Golf & Spa Resort, Greater Noida)  6 months as Industrial Training (Hotel Noor Mahal, Karnal) | | Career Objective  To achieve a better position in an organization with hard work and consistent performance. To provide maximum effort to the organization for best outcomes and achievement of the given task in time. Excel in career and become an integral part of the organization with sincere and honest efforts.  Behavioral Strengths and Technical Skills & Knowledge   |  | | --- | | * Excellent administration and support skills * Information gathering and analysis skills * Project support/co-ordination skills * Initiative, confidence, integrity and professionalism * Able to deliver effective results, meet deadlines. * Team player with ability to lead a team by example and motivate them to achieve desired objectives. * Eye-for-detail * Achievement of assigned task through analytical & problem solving skill. * Brainstorming & Balance working * Jovial nature, ready to adaptability. * Confident over strengths and consistent removal of weakness. * Keen learner and excellent grasping skills. * Disciplined and smart working. * Good calendar management skills. * Good Communication Skills. * Result Orientation through resource utilization. * Conflict resolution skills to maintain professionalism when encountering individuals. |   *Software skills and Other Office related knowledge*   * Operating System: Windows 2007,   Windows 2008,Window 2010, Win XP   * Working knowledge of internet * Package: MS Office.MS Words Excel,   MS Project,  *Extra Academic Achievements:*   * College cultural team member for 3 years. * School captain of Kabaddi Team. * Disciplinary committee member of school. * House captain in School. * Member of Annual day/Cultural event organizing committee for three consecutive years. |

Educational Details

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| ACADEMICS: | | | | |
| Educational Qualification | **Board/University** | **Institution** | **Passing Year** | **Percentage** |
| BA-IHA | AHLEI USA/IGNOU | RIG Institute Greater Noida | 2014 | 75.88% |
| INTERMEDIATE | CBSE | DAV Public School | 2011 | 73.00% |
| HIGH SCHOOL | HBSE | UPS Public School | 2009 | 89.00% |

Key Results Area

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| 1. Organization Strategy 4.Events Management 2. Customer Relationship Management 5. Travel Management 3. Operations Management 6. Calendar Management |

Responsibilities Held

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| |  | | --- | | * Calendar management of CEO & MD operation on daily basis & briefing daily progress. * Manage confidential documentation and information with appropriate discretion. * To monitor tasks delegated by CEO & MD to ensure that the task is achieved to agreed deadlines. * External & Internal interface on behalf of MD. * Prepare, edit and review documentation i.e. email correspondence, letter, presentations, contracts, reports. * Maintaining MOM of meetings. * Drafting mails and communication for MD for team and management. * Timely follow ups and execution of pending points. * Managing communication channel between management team members & project consultants. * Managing meeting arrangements and conduction of Project review meetings. * Preparing project reports like MIS, site developments, cost, work and quality. * Travel and accommodation of CEO & MD for official purposes * Setting agendas of meeting and circulating MOM. * Preparation of presentation. * Event Coordinator of W- Pratiksha Hospital. * Taking round of hospital on behalf of MD. * Taking Orientation of Medical Services Department. * Recruitment of Doctors. * Arranging CME’s. * Visit CMO Office when require. * Working in NABH team of hospital. * Scheduling meetings and setting Agendas on daily basis. * Maintaining daily production reports. * Arranging Visits of VIP clients in the Office. * Co-ordinator with all Doctors. * Recruitment of new Doctors. * Working for **IMS (Indian Menopause Society)** Gurgaon Chapter, **GOGS** Society & **HAGE** Society for organising CME’s & Workshops. * Handling Medical Services Department of Hospital. | |

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| **Declaration:**  I do hereby declare that all the information given above is true and best of my knowledge and belief.  **Date:10/4/2019**  **Place: Gurgaon, (HR)**  **(Jaidev Saroha*)*** |