***RESUME***

**ASHISH SAINI**

Mobile No.: +91 9871145289 E-mail ID: ashish1408saini@gmail.com

**CAREER OBJECTIVE**

**Seeking challenging position in donor organization, corporate responsibility or leading development organization with a view to enrich it by sharing my experience and learn from others experience.**

**PROFESSIONAL SNAPSHOT**

* **An adept project management professional having expertise in various aspects of developmental projects;**
* **Unique experience of networking, communication and implementing quality improvement programs;**
* **A keen planner with expertise in project planning, implementation and impact analysis.**
* **Excellent written communication and analytical skills.**
* **Computer applications.**

**CORE COMPETENCIES**

**-Program Management -Research Initiatives**

**-Relationship Management -Project Appraisal**

**-Financial Management -Operational aspects**

**-Documentation -Training & Development**

**PROFESSIONAL EXPERIENCE**

**1. Bureau of Indian Standards ( January, 2012 – April 2012)**

**Designation –Trainee (Accounts Department)**

**2. Axis Bank Limited New Delhi (May 2012 – April, 2013)**

**Designation –Business Development Executive**

**Key Role:**

* Documentation
* New business development
* Customer support

**3. VRS Infratech Pvt Ltd. New Delhi ( May, 2013 – October 2016)**

**Designation –Admin Manager**

**KEY DELIVERABLES**

* Documentation, Mail drafting
* Devising and maintaining office systems
* Assistance, meeting arrangement for MD
* Record maintenance
* Travel Management – Ticket & hotel booking
* Networking, Banking
* Tenders management, Quotations, RFP, Bidding.
* E- Tendering, Prepare tender Documents, Price Negotiation Meetings.
* Optimum purposefully utilization of fund

**4. Medikon India New Delhi ( February 2017 – January 2018)**

**Designation – Admin Executive (Tenders)**

**KEY DELIVERABLES**

* Documentation, Mail handling
* Organizing and maintaining diaries and making appointments
* Quotations, RFP, Bidding ,
* E- Tendering, Prepare tender Documents, Price Negotiation Meetings.
* Record Maintenance, Rate Contract,
* Maintaining Database and documentation with all India Dealers & Suppliers
* Travel Management – Ticket & hotel booking

**5. Spar Geo Infra Pvt Ltd New Delhi (January 2018 – till Date)**

**Designation – Executive PA (Admin)**

**KEY DELIVERABLES**

* Organizing and maintaining diaries and making appointments
* Attending meetings, taking minutes, keeping notes and greeting visitors at all level of seniority
* Dealing with incoming E mails, Faxes and post, often corresponding on behalf of MD
* Confidential documents maintenance.
* Quotations, RFP, Bidding ,
* Record Maintenance, Rate Contract,
* Travel Management – Ticket & hotel booking

**COMPUTER CREDENTIALS**

* MS Word / Excel / PowerPoint/, Website Designing /Editing/Uploading, Internet Explorer

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Date of Birth | 14th August , 1989 |
| Nationality | Indian |
| Languages Known | English & Hindi |
| Educational Qualification | B Bachelor in Arts. Delhi university (2011) |
| Technical Education | Three Year diploma in Office Management , (2012)  Board of Technical Education , Delhi |
| Present Address | 237, Masjid Moth south Extension, part -2, Delhi |
| Permanent Address | H. No,- 105, Vill- Kushak (Hiranki) Delhi-110036 |
| Reference | (*To be shared as per need*) |

**Remuneration: Negotiable**

**Undertaking**

I hereby affirm that the aforementioned particulars are true and correct to the best of my knowledge and belief.

**Date:**

**Place:** New Delhi **ASHISH SAINI**