**Saurabh Verma**

A-1794 2nd Floor Greenfields Colony, Faridabad

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**Career Objective**:

To learn and grow up in my career and to perform at my best in whatever role I am positioned, which suits my present skills and caliber and work towards customer delight which will help in achieving the organizational goals.

**Working Experience:**

**Working With Mahavastu Corporation Ltd. (New Delhi) as a EA TO CEO (15- 01-2015 to till date)**

* Assisting CEO in his day to day operations
* Coordinating and interacting with Senior Management of various companies / clients.
* Preparing papers for meetings, working on excel reports and preparing PPT
* Calendar management
* Promptly receiving and screening incoming telephone calls of the CEOoffice, providing friendly and professional greeting, taking messages as appropriate and eliciting necessary information to allow timely and accurate responses.
* Handling confidential correspondence, careful management of document flow, and directing various queries to the concerned departments.
* Handling confidential information in line with the firm’s data security protocols. Prioritizing incoming correspondence, including letters, Faxes, email, filter requests for appointments and arranging internal/external meetings and conference calls
* Drafting letters, preparing meeting agenda, minutes of meeting.
* Coordinating, following up and handling the corporate communication between MD and HODs
* Provide day to day administrative support to each department.
* Handling all confidential & non confidential Documents

**Worked With WNS (Gurgaon) as an Sr. CSA (13-01-2011 to 13-01-2015)**

* Experience in Denial Management, Claim Status, Medical Billing.
* Compiling the data of the customer in the system
* Maintain schedules and calendars.
* Arrangement for meetings and calendars.
* Coordinate with all staff & Clients.
* Preparing correspondence on behalf of Manager.
* Preparing papers for meetings, working on excel reports and preparing PPT
* Collect information for updating and maintaining contacts on Outlook.
* Provide day to day administrative support to each department
* Promptly receiving and screening incoming telephone calls of the Manager’s office,
* Providing friendly and professional greeting, taking messages as appropriate
* Eliciting necessary information to allow timely and accurate responses.

**Worked with Parkland Hotel as a Front Office Assistant Tr. (01-09-2008 To 10-01-2011)**

* Proactively manage hotels and Guest complaints and resolves with patents
* Effectively managing the daily operations of the hotel
* Making sure that guests have a good first and last impression of the hotel.

**Educational Qualifications:**

* Completed Graduation from BHM from Rajasthan University in 2008
* Completed MBA from Sikkim Manipal University in Human Resource 2014

**Academic Qualifications:**

* Completed (12th) / Sec secondary from Delhi CBSE Board (passed in 2004)
* Completed Metric from Delhi CBSE Board (passed in 2002)

**Computer Knowledge:**

* **Microsoft Office:**
* Basic Excel
* PowerPoint
* Word
* Internet

**Personal Information:**

* Name : Saurabh Verma
* Father's Name : Mr. M.S Verma
* Date of Birth : 27 June 1986
* Address : 72C, Pink Apartment, Dashrat Puri,

New Delhi-110045

* Marital Status : Married
* Language : Hindi and English

**Declarations:**

I do here by inform that all the information's provided by me are correct and true to the best of my knowledge

Place:

Date: Signature