|  |  |
| --- | --- |
| **Neeraj Kumar**  **(Bachelor of Business Management-Marketing)**  AMC College,Bangalore,Ist Class,  **Mobile:** +91-9811058934,**,Email**: [neerajhr26@gmail.com](mailto:neerajhr26@gmail.com) |  |

**Professional Brief:**Working as **“Executive Assistant to Director”,** with **08 yrs approx** enriching experience at corporate level in a accredited **Rosmerts Technologies Ltd.,Gurgaon,** Performing core Administrative function as Organizational policy making, providing executive secretarial and admministrative support to the concerned seniors in their daily activities.

**Objective**

**Looking for a challenging position in growth oriented organization where I can enhance my skills and strength in conjunction with company’s goals and objectives. Desired employment as an assistant in a professional environment that encourages dedication and fruitful hard work , to utilize my organisational /administrative abilities.**

**Core Competencies**

* A proactive learner with fair understanding of Process & strategies of **industry.**
* An adept professional with rich experience and fair understanding of the issues/ requirement in the organisation, pertaining Budgeting & Legal issues, statutory compliances, Auditing & acquisitions.
* Fair understanding of adopting emerging trends & techniques, addressing industry requirements to achieve organizational objectives.
* Acquired knowledge of new methods, technology & industries internal & external trends while undertaking & deliverance of projects.
* Proficient in grasping new Business strategies / concepts and utilizing them in an effective manner.
* An analytical mind with the ability to think clearly and logically.
* An effective communicator with excellent interpersonal & relationship management skills.

**PROFESSIONAL EXPERIENCE**

* **Currently workingfrom April 2017 toTill Date as Executive Assistant to Director at Rosmerta Technologies Ltd. Gurgaon,** [**www.rosmerttech.com**](http://www.rosmerttech.com)
* **Worked from september 2013 to March 2017 as Executive Assistant to Executive Director at Bonton Holidays Pvt Ltd, Noida,**

[**www.bontonholidays.com**](www.bontonholidays.com)

* **Worked from Aug2011 to August 2013 as “Assistant to Executive Director”,VastuVihar, Delhi, U.P., Kolkata, .Techno culture Building Centre Pvt Ltd commonly known as** [**www.vastuvihar.org**](http://www.vastuvihar.org/)
* **Worked as a Marketing executive at .Intas Pharmaceuticals, Bangalore, Ahmadabad from 5thsept 2009 to 31thJuly 2011.**[**www.Intaspharma.in**](www.Intaspharma.in)

**JOB Responsibilities handling**

**Service-1(“Executive Assistant to Director from April 2017to till date)**

* Reporting to the Director/management handling the entire responsibilities pertaining to taking appointments, Arrangement of meeting, Tour Planning and Programming.
* Managing an extremely active calendar of appointments; completing expense reports
* Composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
* Communicates directly, and on behalf of the Director, liaison with departments & sometimes our government clients.
* Provides a bridge for smooth communication between the departments Works closely with him & to keep him informed of upcoming commitments /events /meetings and responsibilities,
* Looking after the Employees engagement practices / policies of the organization.
* Meet with individuals and others on behalf of the director to discuss issues and assess and recommend various courses of action.
* Arrangements for clients/customer or internal meetings and vice versa ,
* Taking MIS from various departments as required by director.
* Preparation of daily uptime report.
* Arrangements for corporate presentation to the marketing team if and when required.
* Arrangement for weekly/monthly sales review meeting whenever required.
* Arrangement for various trade shows and expo and event management if required , provide full administrative support ,
* Meeting with guests clients on behalf of director whenever required.
* Making arrangements for review meetings.
* Checking mails and reverts on behalf of director if required.
* Getting involved in marketing and promotional activities for the organisation ,
* Preparation of travel expense and reimbursement sheet.
* Responsible for monitoring the status of Process and work on daily/weekly/monthly basis,
* Looking after the recruitment process , coordinating for training programs with HR, taking care of induction of employees, working as a media between the superiors and the employees,
* Taking care of employee imprest and tour management.
* Coordinating with plant for timely delivery of devices and track for delivery
* Taking part in operational activities like on time installation of devices.
* Track daily basis for operational team movement towards the projects assigned.
* Keep track of it infra team and health taking health report of servers deployed @ government projects.
* Keep track of field support team and imprest management.
* Also keep management informed about upcoming projects and tenders with the help of tender team.
* Looking after various administrative activities weather official or personal.
* Helping management in various activities with ticketing nd all as and when required.
* Taking part in expose and trade shows as and when required and do necessary arrangements for that as required.

**JOB Responsibilities handling**

**Service - 2(“Executive Assistant to Executive Director from Sept 2013 to March 2017 )**

* Reporting to the Executive Director, handling the entire responsibilities pertaining to taking appointments, Arrangement of meeting, Tour Planning and Programming.
* Managing an extremely active calendar of appointments; completing expense reports
* Composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
* Communicates directly, and on behalf of the Executive Director, liaison with customers ,
* Provides a bridge for smooth communication between the ED office and departments,Works closely with him & to keep him informed of upcoming commitments /events /meetings and responsibilities,
* Looking after the Employees engagement practices / policies of the organization.
* Meet with individuals and others on behalf of the ED to discuss issues and  
  assess and recommend various courses of action.
* Arrangements for clients/customer or internal meetings and vice versa ,
* Taking MIS from various departments as required by ED.
* Preparation of weekly and monthly reports for each department
* Arrangements for presentation to the various organisations.
* Arrangement for weekly/monthly sales review meeting ,
* Arrangement for various trade shows and expo and event management if required , provide full administrative support ,
* Meeting with guests clients’ customers on behalf of ED.
* Maintaining calendar, making arrangements for review meetings.
* Checking mails and reverts on behalf of ED, looking after the new trends and inform to the concerned department ,
* Getting involved in marketing and promotional activities for the organisation ,
* Making Commercial bills and overheads on behalf of the ED
* Responsible for monitoring the status of Process and work on daily/weekly/monthly basis,
* Media management consulting with various news publications and timely submission of inputs.
* Looking after the recruitment process , coordinating for training programs with HR, taking care of induction of employees, working as a media between the superiors and the employees,
* Helping in preparation of packages and new product launch.
* Coordinating with the senior executives of the organization for implementation of policies.

**Service – 3(“Assistant to Executive Director”-August 2011 to Aug.2013)**

* Handling the entire responsibilities pertaining to taking& giving appointments, Arrangement of meeting, Tour Planning and Programming.
* Making expense details or commercial bills of E.D.
* Prepare work progress report, checking mails and revert necessary on behalf of E.D.
* Also involve in Marketing activities of the company& also coordination with the various clients of the company on behalf of E.D.& also making enquires about the work going on the projects.
* Making awareness about the commitments or responsibilities to E.D.
* Generating revenue from the customers &plot selling, Responsible for monitoring the status of Construction projects (Housing / Shopping complex projects currently) of the organization.
* Responsible for Organisational Correspondence / communication i.e. issuance of instructions within the organization, Responsible for making the Monthly Performance Report of the employees & submit it to the management, make a smooth environment between the employees.
* Coordinating with the senior executives of the organization for implementation of policies, looking after the Employees engagement practices / policies of the organization.
* Looking forward the legal activities of the organisation
* To taking and providing the customers with plot or apartment registries, provide the information regarding registries and related matters, handling the Customer inquires & Project communication.
* Monitoring the **loan assistance for the ongoing Projects** from various banks like SBI, HDFC, BOI,UBI, DHFL, and AHFL etc.

**Service - 4 (“Marketing executive” at Intas Pharmaceuticals, Ahmedabad from 5thsept 2009 to 31thjuly 2011)**

* Handling the entire responsibilities pertaining to **Marketing activities of the company**& also coordination with the various clients of the company.
* Responsible for monitoring the status of the organization.
* Responsible for making enquires about the work going on.
* **Generating revenue** from the consumers &**product selling**.
* Responsible for making the Monthly Performance Report of the employees & submit it to the organization
* Responsible for Organisational Correspondence /communication i.e. issuance of instructions within the organization.
* Handling the consumers inquires & product communication.
* Coordinating with the senior executives of the organization for implementation of policies.

**TRAINING UNDERGONE**

**Marketing & HR Training**

**Company: DMRC (Delhi Metro Rail Corporation)**

**Project Topic**: Marketing& H R Functions in Delhi metro Rail Corporation Limited.

**Duration:** 3 Months

**Place:** Delhi.

**Marketing Training**

**Company: Akrash Ag. Ltd**

**Project Topic**: Marketing and Manpower Strategy

**Duration: 3** Months

**Place:** Bangalore

**ACADEMIC CREDENTIALS**

2015: MBA from S.M.U. (Persuming),

2009: B B M from AMC College, Bangalore,Ist Class

2006: 12th from B.I.E.C with 2nd class

2003: 10th from B.S.E.B with Ist class

**TECHNICAL SKILLS**

* Advance diploma in computer application (1yr)
* Proficient with MS Word, MS Excel, PowerPoint, and Internet.

**PERSONAL DETAILS**

**Father’s Name :** Mr. Hari Prakash Choudhary

**Date of Birth :** 26th June 1988

**Gender :** Male

**Marital Status :** Married

**Nationality :** Indian

**Religion :** Hindu

**Languages known :** English, Hindi, Bhojpuri, Maithili, Angika

**Personal Strength :** Confident, Positive attitude, hardworking, Punctual and open to learning.

**Present Address :** C/O-Mrs. Archana Choudhary, H.N.-959,Ist Floor,

B Block, Avantika, Rohini Sec-02, New Delhi -85

**NEERAJ KUMAR**

DATE :

PLACE : NEW DELHI

Reference will provide if required:-