**CURRICULAM VITAE**

Yogesh Kumar Verma

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Presently working with “Harvel Agua India Private Limited” assisting to the CEO.

**Job Responsibilities:-**

* Calendar management, Arrangements of internal and external meetings, VC arrangements, Contacts Management, Preparing expense reports & reimbursement.
* Fixing meetings & appointments with various Govt. Sr. Officials & clients on day to day basis.
* Preparing MOM and circulating ‘Minutes of the Meeting’ to all concerned.
* Business trips management i.e. Air & Train Tickets, Hotel Room Booking, Itinerary planning, arrangement of foreign exchange.
* Finding suitable tenders from the subscribed Websites and sending to the Sales Team for their further action.
* Preparing of MIS.
* Follow up with all departments regarding their pending action plans and reports.
* Administrative matters handling i.e. Insurance, Vehicle maintenance/ servicing, Credit Card statement& timely payment, Bank related issues, Redemption of Credit Card Points & Mileage Points etc.
* Set up and maintain the integrated electronic and paper based filing systems, Takes responsibility to order the stationary and office supplies.

**Key Skills & Competencies**:-

* Skilled in office management.
* Letter Drafting, MIS, Communication Skills, Presentation Skills, Coordination, Travel Management, Hotel Booking, Expense Management, Calendar Management, Writing Skills, Computer Proficient, Liaisoning, Office Management, self-motivated & self-starter.
* Advance knowledge of MS Office, MS Outlook (Mail Merge, If Command, V-Lookup, H-Lookup, Financial Tools - PMT, IPMT, PPMT, Goal Seek, Pivot Table, Conditional Formatting, etc.), MIS, Coral Draw & Internet, Shorthand/Stenography, very good typing speed.

**Achievements:-**

* Received two times “**Employee of The Month Award” when working with M/s Vyoneesh Rosebank Technologies Pvt Ltd.**
* I prepared a system in MS Excel for Stores Dept “**Inventory Management System”**, which is running very successfully.
* Also prepared a system in MS Excel Format for Board & Kraft Paper “**Inventory Management System”** which also implemented and running successfully.

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**Previously Worked With:-**

* “Vyoneesh RoseBank Technologies Pvt Ltd.” (Parent company is MJ Global Pvt Ltd – Printing & Packaging at Noida), assisted to the CEO.
* Worked with **M/s Premier Polyfilm Ltd**. Reporting to **`Executive Director`** and assisting him in all day to day Secretarial activities. **(1 Yr)**
* **Religare Arts Initiative Ltd**’, (Company’s business wasconducting Exhibitions & selling Paintings of eminent painters)Worked as an `Executive Assistant` since 8th’June 2009 till Jul’2013 reporting to the **‘President’** of the company. **(4.2 Yrs)**
* **SPICE BPO Services Ltd**` (Omnia BPO Services Ltd) as `Executive Assistant` to ‘**CEO’** from March 2007 to Jun’2009.**(2.3Yrs)**
* **M/s Modi Mundipharma (P) Limited**, from 23rd Sept`2k to March 2007. This is a Pharmaceutical Company and has collaboration with AG-Mundi of Switzerland. **Got Promoted from Zonal Office to Head office** to assist **Country Sales Head. (6.6 Yrs)**
* **M/s CMS Computers Ltd**., from Feb`1997 to Sept`2000 as `Steno`. Company was into the Maintenance of computers. **(3.7 Yrs)**
* **M/s Shruti Polymers (P) Ltd**., from Aug`1994 to Feb`1997 as an `Office Assistant`. Reporting to the **‘Director’.(2.6Yrs)**

**Educational / Professional Qualification:-**

* Graduate from Delhi University.
* MBA (IT) from Sikkim Manipal University - 2012.
* One Year Certificate Course in Computing from IGNOU in 2001

Sincerely yours,

(Yogesh Kumar Verma)