



**DEVENDRA KUMAR CHAWLA**



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### Academic credentials:

- ✍ Graduation with **B. Com**, year 1993 pass-out from University of Rajasthan
- ✍ Hr. Secondary School Examination, year 1987 pass-out from Board of Secondary Education, Rajasthan.
- ✍ Secondary School Examination, year 1985 pass-out from Board of Secondary Education, Rajasthan.

### Technical Skills:

- 💻 One Year 'Computer Diploma Course'.
- ✍ One Year 'Secretarial-Practices' Course.

### References:

- (i) Mr. S.V.S. Yadav, **Asst. Director (IT), NIAM, Jaipur.**
- (ii) Mr. Narhari Sharma, **IAS (Retd.), Registrar, Suresh Gyan Vihar University, Jaipur.**
- (iii) Mr. Nand Kisore Chaudhary, **CMD, Jaipur Rugs Company Pvt. Ltd., Jaipur.**

### **Career Objective:**

To join a position with a progressive, dynamic organization of repute, where my skills and experience can be utilized to their fullest.

### **Executive Summary:**

- ✍ I have a long history of experience working as an assistant above 10 years for great **Owners / higher authorities / top leadership teams** in various esteemed industries-Manufacturing, Education & Government sector etc. It is always wonderful to assisting working for **Founder / Business unit head** and they always have a lot to learn with inspire from these.
- ✓ Following is a brief description of work / performance in esteemed industries by me: -

Executive Assistant to Managing Director

- ★ **Arvino Jewelry, Jaipur.** (Year 2018 to .....)

Executive Assistant to Chairman & Managing Director

- ★ **Jaipur Rugs Company Pvt. Ltd., Jaipur.** (Year 2016 to 2018)

Private Secretary to Registrar

- ★ **Suresh Gyan Vihar University, Jaipur.** (Year 2008 to 2015)

Private Secretary to Director General

- ★ **National Institute of Agricultural Marketing, Jaipur.** (Year 1997 to 2007)

- ✍ A brief description of daily tasks / skills performed by me for top senior management in operations-administration (time management skills, organizational skills, administrative skills, communication skills, networking skills, multitasking skills) is from: -

- Providing direct assistance to the Fonder/CEO of the Company;
- To assisting with daily/month diaries & set up schedule of meetings/appointments them;
- Assisting made in calendar management with reminding of important tasks & deadlines;
- Assisting senior top leadership management in preparing for meetings;
- Manage information flow in a timely and accurate manner with daily/weekly schedules;
- Meeting and greeting visitors at all levels of seniority;
- Controlling access to the top leadership management team/executive;
- Acting as the point of contact among executives, employees, clients & external partners;
- Handle secretarial, clerical, data entry, screening phone calls, post sorting/delivery, front desk etc. functions in a courteous and professional manner in Founder's Office;
- Checking and sharing mail messages with the Director;
- Taking dictation on direct computer with fast & accurate typing & data entry skills;
- To collate and circulate Minutes of meeting prior to meetings & schedule team meetings;
- Liaising relationships with vendors, suppliers, customers, government departments & coordinate with foreign visitors;
- Assisting booking/arranging travel/transportation and accommodation;
- Assisting events, conferences and organizing audio/video conference calls;
- Managing the database, maintain & improve current filing system in order;
- Updating and maintaining databases such as client/vendor information, mailing lists, contact lists and internal staff contact lists;
- Performing working experience in MS-Word, PowerPoint, Outlook, and Excel etc.;
- Assisting to CMD on day-to-day operational aspects and ensure that daily operations run smoothly, thereby saving CMD's time & help them stay focused on important tasks;
- Handling business/personal tasks for MD (e.g. personal records, bank work, personal confidential work and monitoring social accounts-Twitter, LinkedIn, WhatsApp, corporate websites etc.).

- ✍ **Experience in Education organization-** I always maintain a gracious & professional manner when communicating with People, including Students, Parents, Faculty & Staff members etc:

- Interacting with a large number of students, faculty, parents, staff and helping them solve their problem and ability to multitask and prioritize daily workload;
- Performing typing works such as students' certificates, Bonafide Certificate, Character Certificate, Office Order, Circular, Notification, Draft Notice Memos, ION, note-sheets, DO letter-heads and Academic/Administrative Council (AC), Board of Management (BoM), Extended Board of Management (EBoM) etc.

(Devendra Kumar Chawla)