**ASIYA KASU**

**Objective:**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**Skill Set:**

* English Proficiency
* Learning Ability
* Computer Literacy
* Speed and Accuracy

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute / Board** | **Year** | **Percentage** |
| H.S.C | Maharashtra State Board of Secondary and Higher Secondary Education , Mumbai | 2012 | 47.83 % |
| S.S.C | Maharashtra State Board of Secondary and Higher Secondary Education , Mumbai | 2010 | 76.91 % |
| TYBA | Mumbai university | 2016 | 55% |

**Experience:**

**Present Job:**

Currently working with **Pittie Group** as an **Executive Assistant to the Chairman** since 07th February 2019 till date..

* Organising meetings and booking meeting rooms
* Maintaining Chairman’s calendar.
* Coordinating for executive communications, including taking calls, responding to emails and interfacing with clients
* Prepare internal and external corporate documents for team members and industry partners
* Arrange corporate events for both inside & outside of the work place.
* To Maintain & organize filing system of paper and electronic documents
* Uphold a strict level of confidentiality
* Maintaining phones, calendars, appointments, meetings, lunch and conference calls, as well as arranged all sort of travel plans.
* Maintaining calendar for the Chairmen ensuring appropriate preparation for daily activities: scheduling and meeting coordination, interviews, appointments, events and other similar activities
* Drafted and prepared meeting agendas and minutes for Business Steering Committee meetings: gathered
* Coordinate for domestic and international travel arrangements for senior staff
* Arrange office holiday parties and other outside functions
* Retrieve and sort through incoming and outgoing mail
* receive and interact with incoming visitors
* Take and record minutes of the meeting
* Manage both paper and electronic filing systems.
* Maintaining Calendar, meetings, travel itineraries.

**Worked with Pepperfry.com as a Senior Executive Administration since 04th February 2018 till February 2019.**

* Taking care of Reception area.
* Managing the Front desk.
* Greeting and welcoming guest
* Answering questions and addressing the customer complaints if any.
* Receive courier and distribute the same
* Answering incoming calls and forward them to the concern person.
* Handling EPABX system.
* Regularly maintaining the Check list of Meeting Rooms
* If any VIP meeting is in process then make sure about services provided to the guest
* While taking the booking for Meeting Room confirm from the booker about what kind of services to be provide to the guest (e.g. Pre-plate or Post-plate services)
* Co-ordinate with vendors to provide the requested material
* Looking after housekeeping and pantry
* Looking after conference room booking
* Making arrangements for conferences, meetings and social functions
* Monthly Birthday celebration coordination
* Co-ordinate with different departments for smooth functioning of facilities
* Co-ordinate with transport vendors
* Share monthly reports to admin
* Maintaining the Inward outward bill records
* Booking invoices in the system and processing vendor’s payments.
* Assist the Admin Manager to handle routine administration responsibilities
* Maintaining stock of Pantry, Medicines and keeping an updated list regarding the consumption.
* Handling AX ERP system to generate bills and to upload them on the portal, as well as to create a claim at the end of the month for the payment of vendors
* Taking care of new joiners Visiting Card to be order on time from decided vendor
* **Handling Travel desk:**
* **Taking care of PAN India Travel arrangements.**
* Booking Tickets (Domestic and International) for employees.
* Making stay arrangements for the employee.
* VISA arrangements for the employee.
* Taking care of office events as well.
* Hotel bookings and ticket bookings of employee as per their allocated budget
* Cab Bookings for the employees travelling to different locations.
* Preparing travel insurance, foreign exchange for international booking.
* Booking online tickets through website.
* Booking tickets through miles points.

**Worked in HDFC AMC Corporate HeadOffice at Churchgate as a Front Office Executivecum Admin since 10 March, 2016 till January 2018.**

* Handling EPABX system
* Keep front desk tidy and presentable.
* Call persons waiting for visitor and book them a room to meet in.
* Schedule meetings and conference rooms.
* Greet and welcome guests.
* Answer questions and address complaints.
* Answer all incoming calls and redirect them or keep messages.
* Receive letters, packages etc. and distribute them.
* Prepare outgoing mail by drafting correspondence, securing parcels etc.
* Check, sort and forward emails
* Monitor office supplies and place orders when necessary.
* Keep updated records and files.
* Vendor Management
* Order stationery for office.
* Make Travel arrangements for the employees.
* Arrange VISA and Forex exchange.
* Give visitors badges and direct them to where they can sign in.
* Issue parking passes.

**COMPUTER EFFICIENCY:**

Office Tools : MS Office Updated (Word, Excel, Power Point) & Internet.

**Strengths:**

* One of my biggest strengths is my communication skills.
* I have the ability to cope with failures and try to learn from my mistakes.
* I am a quick learner. I have great problem-solving skills and am willing to learn new things to get the job done.
* Good aptitude for understanding market and customer relationship.
* Good language skills, sound understanding and control over accent, team player

**Hobbies / Interests:**

* Exploring new places
* Listening to music.

**Personal Information:**

Gender : Female

Contact No : 8169966549/9702381359

Email id : asiya.kasu@gmail.com/asiya.kasu@yahoo.in

Date of Birth : 22nd August, 1994

Languages Known : English/Hindi/Urdu and Marathi.

**Permanent/Present Address:**

707, B wing, 7th floor,

Hill view CHS,

Antophill Road, Mumbai-400 037

I hereby declare that the information given in my Curriculum Vitae is correct and complete to the best of my knowledge.