|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Sanjay Kumar Maurya** | | **Nationality: Indian ▪ Date of Birth: 4th June 1978** | | |  | | --- | | **Contact** | | **Address**:A-173, Double Storey,  Kalkaji, New Delhi-110019  **Tel :**,+91 7042438492  **e-mail :** [sbm.maurya@gmail.com](mailto:sbm.maurya@gmail.com) | |
| |  | | --- | | **Brief Profile** | | |  | | --- | | Accomplished Executive Assistant offering 14 years of Secretarial and Administrative experience with reputed organizations, reporting to Chairman, Directors and other top executives. Proven strong interpersonal and communication skills and ability to handle multiple tasks efficiently and accurately. | | | |
| |  |  | | --- | --- | | **Summary of Key Skills& Experience** | **Key Skills** | | ***Professional :***   * Good written and verbal communication skills * Able to do independent letter drafting and responding to mails * Strong Analytical skills * Strong Interpersonal Skills to interact with clients, staff and working with top level managers * Time Management - Adept in planning, organizing and problem –solving to complete multiple deadlines efficiently and on time. * Strong MS office skills i.e. power point presentations, Excel and word processing, * Highly motivated and able to work under pressure. Ability to follow directions * Administrative support * Event Management and Travel Arrangements * Scheduling Meetings ,Calendar Management, Managing Appointments   ***Personal :***   * Accuracy * Active Listener and Team Player * Ability to follow instructions and work Independently * Maintaining Confidentiality ,Integrity and honesty * Assertiveness and strong Analytical skills * Decision making, Dependability and Detail oriented * Flexibility * Punctuality and time management | * Strong communication and liaisoning skills * Good MIS reporting skills * Office administration and vendor management * Good team player * Ability to work under pressure * Ability to handle multiple tasks | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **B.A from Delhi University**  **Diploma in Computer applications** |  | | | |
| |  | | --- | | **Work Experience** | | **RSB INFRASTRUCTURE LTD. Permanent Employee**  **Executive Assistant – Chairman**  **July 2018 – Till Date**  ***Office Administration, Project Management and Managing Chairman’s office***   * Day to day correspondences, email, organizing meetings, file management. * Taking dictation, drafting letters/ mails and Administrative follow-up of matters. * Organizing Domestic & International Travel, Visa felicitation, Hotel and Transport arrangement of Chairman, Director and other staff. * Managing payments and preparing monthly travel expenses. * Taking care of all telephone/mobile bills payment on time. * Taking care of all Plant and Machinery Insurance/Tax/Permit/Passing etc. * Preparing online payments - net banking payment sheet for Vendors & Sub-contractors. * Preparing online - net banking salary sheet for staff and others and data management. * Preparing all Bank Guarantee(s) correspondence and coordinate with Bank for issuing/extension & amendments BGs. * Organizing monthly and annual review meeting for all the departments. * Collecting weekly and monthly Reports from all the departments/sites discuss the reports with Chairman. * Preparing daily Site/Labour reports. * Procurement for office equipments, vendor management, site material requirement as per indent and taking care of all AMC of office equipments etc.  |  |  | | --- | --- | | **FORTUNE STONES LTD.** | **Permanent Employee** | | **PA - Managing Director** | **October 2014–July 2018** | | My key responsibilities in the organization are :  ***Office Administration & Project Management***  **Assisting to MD & Director:**   * Day to day correspondences with clients, managing office effectively in absence of MD. * Organizing Domestic & International Travel, Visa felicitation, Hotel and Transport arrangement of MD and other staff, Coordinate with HODs on business requirement/ MIS, Preparing Agenda, Minutes and Documentation for meetings, organizing, planning, and coordinating support for meetings, conferences etc., Taking dictation, drafting letters/ mails and Administrative follow-up of matters. * Personal work and other general day to day duties as assigned by Managing Director. * Responsible for Assisting to Director-DPS school, in travel arrangements- domestic and International including accommodation & transport. Procurement of equipments and issuing purchase order for DPS School. * Maintaining Service & Insurance for all vehicles of company. * Maintaining payment record of all Office & Home phone and utility bills. * Verifying all Travel & Hotels bills from vendors and processing them for payment. * Independent correspondence and communication with clients & vendors. * Maintaining all important papers for Ongoing Projects properly. * Manage the filing system.   **Office Administration:**   * Assisting GM Finance in Preparing letters/reports, purchase order, taking quotations from vendors for procurement of office equipment etc. * Maintaining all office equipments AMC. Ensuring timely payment of all invoices. * Organizing Domestic and international Travel , accommodation arrangements of all staff & clients as per their request. * Performing other general day to day administrative duties. * Organizing & arrange site requirements | | | **ABHIJEET GROUP** | **Permanent Employee** | | **Executive Coordination-Roads** | **June 2011–October 2014** | | My key responsibilities in the organization are as mentioned below: ***Office Administration & project Management***  * Making Bid Power Point Presentations to Management * Day to day correspondences and keeping all the correspondences in a good manner * Receive and manage appropriately all incoming calls and visitors to the office, handling couriers, fax and emails in ms-outlook, * Letter drafting and maintain all important papers for Ongoing Road Projects in good manner * Preparing MIS report in ms-excel, power point presentation * Maintaining attendance and Leave record of Department and sending Monthly Report to HO * Make all necessary travel arrangements, including accommodation, and transport etc. * Attending Road projects Bid submission at various states in India * Daily News Paper reading for new tenders and cutting maintain in good manner * Manage the filing system | | | **BRAHMAPUTRA INFRASTRUCTURE LTD.** | **Permanent Employee** | | **Personal Assistant to Managing Director** | **Feb. 2008 to May 2011** | | My key responsibilities in the organization are as mentioned below:   * Making MIS on daily/Weekly/Monthly basis in MS-Excel * Drafting Letters * Day to day correspondences and keeping all the correspondences in a good manner * Attending Incoming and Outgoing Calls * Handling Couriers, Fax and Emails in MS-Outlook * Assisting in small secretarial Duties * Arranging Meetings. * Coordination with in house various departments for follow ups * Visitors Management * Follow ups with Projects Staff for Various reports * Taking care of L/C and BG with the support of Finance Team  |  |  | | --- | --- | |  |  | |  |  | | | | **FOUNDATION FOR AVIATION & SUSTAINABLE TOURISM Permanent Employee**  **Assistant to Director January 2005-March 2008**  In the organization, my responsibilities were :   * Arranging & attending conferences, Seminars, Open House, Meetings etc. * Preparing Reports, Correspondence with Clients, Emails, Filing, attending phone calls and performing other general day to day administrative duties. * Assisting Director in his day to day operations and managing meetings | | |  | | | | |

**Date: Sanjay Kr. Maurya**

**Place:**