

Shikha

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## Assignments in:

**Administration, Executive assistance, Event management, Calendar management & Facilities management along with Travel management**

**Objectives**

* To work in a challenging atmosphere in a professional organization, where I can enhance my skill and strength in conjunction with the firm's goal and objectives
* A competent professional with over 3+ years of experience in General Administration, Executive Assistant, Implementation, Facilities Management, HR coordination, Office Administration for multiple internal companies / branches.

**CORE COMPETENCIES**



**Strong Administrative Skills**

**Event Management**

**Facilities Management**

**Vendor Management**

**Executive Assistance CSR**

**Fund Management**

**Team Management**

**Travel Management**

**EMPLOYMENT RECORD**

**Organization : R K Jain & Associates Pvt Ltd.**

## Role : Administrative Executive & EA

**Location : Delhi**

**Duration : December 2019 to till Date**

## Accountabilities:

* Delivered smooth and efficient services for the running of 3 offices (Delhi Bangalore & Hyderabad) along with the effective co-ordination, research, liaison, planning, and preparation of policies with implementation.
* Managing calendar for MD and other senior stake holders for client meetings and travel and conference subjects.
* Fund Management for multiple locations including office shifting and budgeting for the years.
* Handling procurement of Assets along with the allotment and discretion of assets as requirement of time.
* Provides Executive support for a wide range of high level meetings including provision of supporting papers and the meeting materials.
* Handling vendors for timely invoicing and payments releases against the services

# Maintain stocks and updates for office supplies, manage re-order and research for new deals

and suppliers

* Carry out instructions and administrative requests from line manager and senior management.

**SCHOLASTICS**

* Graduate from Delhi University in 2011
* MBA in HR & Admin from Sikkim Manipal University in 2014

**PERSONAL INFORMATION**

Date of Birth: 9th January 1991

Language known: English, Hindi

## New Delhi:

## Date: Shikha