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| **SHARANYA .M. NAIR**  Voice : 9716945122  E-mail : [sharanya358@gmail.com](mailto:sharanya358@gmail.com) | Flat No. C-2, 3rd Floor  Moon Apartment  RZ-2065, Street No. 26  Tughlakabad Extension  New Delhi - 110019 |

**Summary**

**Objective**

**Personal Profile**

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|  | An energetic, ambitious person who has developed a mature and responsible approach to any Task that I undertake or situation that I’m presented with. As an employee with Total Two and Half years of Experience as an Executive Assistant cum Office Coordinator & HR, as an Executive Assistant cum office Coordinator and as an Admin Assistant, I’m excellent in working with others to achieve a certain objective on Time and with Excellence. |
|  | To associate with an organization that progress dynamically and Gave me a chance to update my knowledge and enhance my skill and to be a part of the team that excels in Works towards the growth of organization and my satisfaction thereof. |
|  | Offering One year of experience as an Executive Assistant cum Office Coordinator & HR in Thirty Six Capital Pvt. Ltd., one year of Experience as an Executive Assistant cum Office Coordinator in Business Coaching India and Six months of experience as an Admin Assistant in Cushman & Wakefield PMSI Pvt. Ltd. |

**PROFESSIONAL EXPERIENCE:**

* Worked with Thirty Six Capital Pvt Ltd. as an Executive Assistant cum Office Coordinator & HR for one year.
* Worked with Business Coaching India as an Executive Assistant cum Office Coordinator for one year.
* Working with Cushman and Wakefield PMSI Pvt Ltd as an Admin Assistant for six months.

**In Cushman and Wakefield PMSI Pvt Ltd:-**

***As an Admin Assistant***

***(July 2015 – November 2015)***

* Maintains Business and Executive appointment schedule by planning and scheduling meetings and conference.
* Preparing reports and Circulate among team on Minutes of meeting.
* Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
* Maintain the Calendar and Scheduling the meeting accordingly.
* Meeting and greeting visitors and providing them with refreshments.
* Organizing courier pickups.
* Filing and retrieving documents and reference materials.
* Act as a first point of contact by representing the company in a positive manner.
* Answered a high volume of incoming calls and in-person enquiries from clients and colleagues; treated each person with respect and provided information and referrals.
* Manage all account receivables and maintain records of all accounts and prepare reports.
* Documents financial transactions by entering account information.
* Engage in training opportunities.
* Responsible and Managing all company Files to the fullest confidential manner in the database system.
* Manage all Bills like Water, telephone, Electricity, Courier and Mobiles.
* Preparing and editing correspondence, reports, and presentations.
* Providing quality customer service.
* To provide outstanding levels of customer service to both internal and external clients.
* Assists with tracking financial data and performs analyses of data as directed.
* Coordinates design, collection and submission of billing documentation.
* Collaborate with human resources and assist in hiring and termination of employees.
* To provide support for Impact’s facilitation and business development activities.
* Helps in directing and coordinating assigned projects and also responsible for sound, proper and timely execution of all assigned work.
* Maintains communications with appropriate agency and client personnel to ensure that assigned work is handled in a positive, timely and efficient manner.
* Completes projects by assigning work to clerical staff; following up on results.
* Prepares reports by collecting and analyzing information.

**In Business Coaching India:-**

***As an Executive Assistant cum Office Coordinator–***

***(August 2014 – July 2015)***

* Maintaining & Follow up Delegation sheet by implementing color-coding filling system and delegating task’s that has to be performed by all Office Staff’s.
* Updating Database and Payment Details in Google Drive and One Note.
* Making Travel, Visas and accommodation occasionally.
* Act as a first point of contact by representing the company in a positive manner.
* Answered a high volume of incoming calls and in-person enquiries from clients and colleagues; treated each person with respect and provided information and referrals.
* Manage all account receivables and maintain records of all accounts and prepare reports.
* Documents financial transactions by entering account information.
* Engage in training opportunities.
* Manage all Bills like Water, telephone, Electricity, Courier and Mobiles.
* Processes payments and documents such as Invoices, Vouchers, Billing and Statements.
* To provide outstanding levels of customer service to both internal and external clients.
* Ability to handle high pressure situations and interact with various personalities at all

Levels in the firm diplomatically.

**In Thirty Six Capital Pvt. Ltd.:-**

***As an Executive Assistant cum Office Coordinator and HR–***

***(August 2013 – August 2014)***

* Maintain the Calendar and Scheduling the meeting accordingly.
* Take staff meetings in the absence of executives.
* Coordinates office projects to achieve efficient office flow and employee productivity, training, supplies, office equipment maintenance and repairs, housekeeping, facility maintenance/management.
* Knowledge of maintaining the record of Advance, OT, Fines, Maintenance, Petty Cash, Voucher, Material Challan and Full & Final Settlement.
* Stationary Printing/Ordering including visiting cards, letterheads etc. including tracking of Stationary consumption and stocks in all offices.
* Reviewing Resumes and Applications and conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Working with recruitment agencies to source the candidates for specific job positions.
* Conducting first round of telephonic interview for the candidates to schedule interviews &

Exit interviews for employees and recording them accordingly.

**ACADEMIC QUALIFICATIONS:**

* 10TH Passed from CBSE Board Delhi.
* 12TH Passed from CBSE Board Delhi.
* Completed Graduation [BA English Honors] from Delhi University.

**COMPUTER SKILLS:**

* Operating System : Window XP.
* Office Suite : MS Word, Excel, PowerPoint.
* Computer Course : Completed Computer Course from IACM Institute.
* Software Skills : Google Drive, One-Note and Outlook.

**OTHER INFORMATION**:

* Father’s Name **:** Mr. Manikuttan R Nair
* Date of Birth : 10th September 1992
* Nationality **:** Indian
* Marital Status  **:** Single
* Language Known **:** English, Hindi & Malayalam.
* Strength **:** Honest, Sincere, & Positive Attitude.
* Hobbies : “I particularly enjoy Jane Austen and, Charlotte

Bronte’s For the Vivid insights I get into the life of

Romantic Period and Victorian Times”.

**DECLARATION**:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Place:

(Sharanya M Nair)