**Cheryl Stark**



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**Objective:**

To work in a challenging, result oriented position that can give me better opportunities to utilize my present capabilities and enhance my knowledge, base and skills for future betterment of the company and to grow within the organization.

**Professional Experience**

**The Boston Consulting Group (BCG) August 14 2012-till date**

**Designation-Executive Assistant to  
 Partners/Senior Principals**

Responsibilities: General EA role –

**Calendar, meeting and travel management**

* Actively manages the calendars for the assigned Partners/Principals/Project leaders with an overall understanding of business priorities to offer alternatives, tradeoffs and consideration of the most efficient use of Partners/Principals/PL’s time, and provides timely reminder as necessary;
* With minimum instruction, proactively follows up on emails when copied, and determine the most appropriate next steps from scheduling standpoint;
* Organizes travel arrangements; anticipates and co-ordinates point-to-point travel and logistics needs, include but not limited to directions, commuting time and ground transportation, passport and visa processing.

**Support business development activities**

* Actively and timely manages and administers clients contact/database, ensure the accuracy and timely input of new client contacts into the database Organizes internal and external meetings and conferences which the assigned Partners/Principals/Project leaders is responsible for; analyze information and make recommendations for venue selection, etc.;
* Telephone answering and screening including cold calls for the Practice Area that the assigned Partners/Principals/Project leader is responsible for.

**Support case works**

* Prepares assigned Partners/Principals/Project leaders timesheet and expense report and reconcile charges against statement in accordance with company guidelines;
* Keeps track of assigned Partners/Principals/Project leaders 's resumes with the updated profile and accurate translation. Send people the partner/principle's resumes upon request after assigned Partners/Principals/Project leaders' review;

**Other responsibility and team contributions**

* Assists assigned Partners/Principals/Project leaders in other administrative tasks to leverage time, which may include to prepare reimbursement, medical insurance claims and keep tracking of travel days associated with tax filing in overseas, etc.;
* Provides professional support to BCG visitors, assist with settling in requirements and other logistic arrangement coordination, and greet as appropriate;
* Establishes and maintains necessary filing systems,
* Provide back-up assistance to other Executive Assistants and Reception Desk as needed

**Professional Experience**

**Siemens- Corporate Finance Audit Pvt Ltd January 2011- July 2012**

**Designation – Manager Recruitment/ Executive- Assistant- Admin**

Recruitment/ HR related roles-

* Work with [hiring managers](http://humanresources.about.com/od/glossaryh/g/hiring-manager.htm) on [recruiting planning meetings](http://humanresources.about.com/od/recruiting/a/recruiting_plan.htm).
* Lead the creation of a recruiting and interviewing plan for each open position.
* Efficiently and effectively fill open positions
* Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
* Develop a pool of qualified candidates in advance of need.
* Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads.
* Review applicants to evaluate if they meet the position requirements.
* Conduct [prescreening interviews](http://humanresources.about.com/cs/recruiting/a/phonescreenform.htm).
* Assist in performing reference and [background checks](http://humanresources.about.com/od/glossaryb/a/background.htm) for potential employees.

New hire post joining/ orientation kit

* Taking care of travel documents for new joinees like invitation letter, grant of visa, cover letter and adhok appointments at the embassy for the team
* Conducting New hire orientation in Germany, Berlin, Frankfurt.
* Arranging team meetings with partner and directors for smoothing allocation of projects/cases.
* Arranging team off-sites and visits to CF A office

General EA role – HR-Head and Team

• Calendar management of the partner

• Arranging Conference Calls for leadership meetings within and outside India

• Closely working with secretaries of all global partners in Germany, US, Dubai, China and India for arranging Meetings

• Coordinating with different Siemens offices and Departments.

• Managing end to end travel for the partner and the director (Hotel, Ticketing, cab, visas etc.)

MIS Reporting

• Maintaining records for billing raised and outstanding - Manager-wise, client-wise, monthly and yearly.

• Follow-up with clients and respective managers of outstanding payments.

• Maintaining employees Leave Reports.

• Co-ordination with team for official matters, organizing birthday parties, get together/ Lunch's etc.

• Maintaining the team whereabouts tracker.

Trainings Undergone at Siemens:

• Business Conduct Guidelines

• Protection against Social Engineering

• Global Bribery and corruption awareness India

• Compliance training Globally SECURE : thought the Day

**Genpact LTD - Legal May 2008- December 2010**

**Designation- HR Coordinator/Executive Assistant**

**(Raghuram Raju - Senior Vice President in Legal, & Vidiya Srinivasan Logistic head)**

HR related responsibilities:

• Supporting Recruitment- (Vendors, Employee referral, Walk in, Job Portals)- Corporate HR

• Short listing the suitable profiles, coordinating i:e Setting up Screening calls,151round of interview with required (Partner/ Director) depending on the functionality

• Maintaining prospective database (MIS)

• Cold calls with Identified candidates

• Follow up with the candidates for interviews updating them about venue and time

• Confirmation calls before the interviews

• Taking care of logistics for new joiners like laptops, corporate card, PKI, Datacard, IT support, configuration of emails and assistance

• Travel management for Induction in Bangalore and Munich

• Issuing Confirmation Letter.

• Managing Stationary Stocks, Office Formats, Business Cards etc.

EA / admin related responsibilities:

• Updating contact database in outlook, emails & Correspondence.

• Fixing Appointment *I* setting up the video conferencing calls

• Keeping records of official claims, expenses etc.

• Coordinating with different branches for follow up on payments getting into the bank on time.

• Travel arrangement i.e. booking of tickets, hotels, Cab, etc.

Trainings Undergone at Genpact:

• Effective time management

• Interpersonal skills for success

• CMMI Over view

• Peer review Training

• SQA Quality audit Training

• Project Management Concepts

• Software engineering Concept

• Configuration Management Process and Tool Training.

• One day Quality training

• GB Trained

**Gecis - Healthcare June 2004 - March 2008**

**Designation- Web Administrator /Internal Auditor**

**Responsibilities:**

• Searching out email address according to countries for European /USA etc..

• Familiar with internet applications and Sending out surveys accordingly.

• Working on the WEBMASTER BOX (Across the Globe)

• Reverting mails to Customer Services and Tech Support.

• Sending Trouble Shooting to customers in written if loging in problem.

• Getting in touch via mails with the right department according to problems

• If there is a mail Delivery failure then going to our homepage and doing some search by help of Email address, Name etc...

• On homepage how to update details of customers and reply accordingly.

• Knowing how to revert on Radio Active, Personal pricing Advance Pricing Automation etc...

• Excellent hands on locate and make/ place orders

**Genpact- BPO October 2003 - May 2004**

**Educational Qualification:**

• B.A from Patna Women's College in 1999.(Sociology)

• Sen. Sec. School Examination from Patna Women's College in 1996

• Sec.School Examination from St. Paul's Open C.B.S.E. in 1994.

**Computer/ Office Management Qualification:**

• Completed One yr. Diploma course in Office Management from Aptech (2000- 2001)

• Contents-Office Management, Business Correspondence, English, Typing, Computers (Basic)

• Surfing -Good hands on search engine in order to get web clients and giving instant resolution

• Development Platforms -\_C, C++, HTML, Lotus Notes.

• Tools Worked On - Front Page, MS Word, MS Excel, Lotus, MS Access

• Database Knowledge - SQL Server Understandable.

**Personal Details:**

Father's Name

Date of Birth Marital Status Languages known Interests

: Late Mr. M. J Stark

: 20- May-78

: Married

: English and Hindi

: Interacting with People, Listening to Music

Strengths : Consistent Performance, Accountability, Team Player, Excellent interpersonal Skill, Eager to learn Highly energetic and takes on challenges.

(Cheryl Stark)