

## Work Experience Details

### Current Employer

Rajyog International Pvt. Ltd  
Designation: EA - Operations to MD  
Employed Since: Sep'20

### Job Responsibilities:

- Handling Multiple Vendor's Contracts and Payments.
- Managing Contract renewals and management.
- Working on RFQs and arranging quotations from Suppliers & prepare detailed cost analysis for comparison.
- Creating Purchase orders, getting approvals and sharing the same with Vendors.
- Getting Approval on Invoices from International buyers after validating them.
- Act as a liaison with Finance Team for updation of all the payments received(from Clients).
- Maintaining payment report of 40+ International buyer to record all credit received and balance outstanding.
- Arranging Meeting & Conferences as per Director's Schedule and publishing MOM to all the stakeholders.
- Manage, coordinate, and arrange senior executives' travel and travel-related activities.
- Responsible to carry out all correspondence on behalf of the Director.
- Handling all incoming & outgoing correspondences of Director's office while maintaining professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business

### Past Assignment

Employer: CBRE South Asia Pvt. Ltd  
Designation: Admin Executive  
Employed from: Dec'17-Apr'20

### Job Responsibilities:

- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Preparation of MIS related to KRA.
- Preparation of Attendance & Monthly expense reports.
- Maintained supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders to suppliers.
- Vendor management.
- Visitor Management and travel management.

Employer: Earth Water Group  
Designation: Admin Executive  
Employed from: Aug'14-Nov'17

**Job Responsibilities:**

- Act as the point of contact for internal and external clients
- Entire Stationary Management (P2P process) and Vendor Payments.
- Preparation of MIS related to KRA.
- Maintaining all office files/records.
- Visitor Management and travel Arrangements

Employer: DGM India Internet Marketing Pvt. Ltd.  
Designation: Junior Admin Executive  
Employed from: Jan'13-July'14.

**Job Responsibilities:**

- Housekeeping and Security Management.
- Handling Petty cash expenses & Maintaining invoices & Petty Cash Sheet.
- Interaction with the vendors & maintaining AMC records.
- Compilation of stationery requisitions.
- To ensure functioning of courier & pantry services.
- Handling the Monthly Bills of business related expenses done by M.D.

**Technical Skills/Tools**

- MS Excel
- Power Point
- Power BI (Basic)
- Basic Knowledge of Ariba
- ServiceNow

**Educational Qualifications**

Successfully Completed M. Com (International Business & Marketing) from IGNOU  
Successfully Completed Bachelor of Commerce from Delhi University

**Personal Details:**

Date of Birth: 30-Sept-1988  
Languages Known: Hindi, English  
Address: Sector 70, Gurugram