



SUPRIYAPRASHANTH

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Seeking assignments in Executive Assistant/Admin role supporting Administration activities with an organisation of high repute

Career Precise

- Accomplished executive assistant offering 9 years of administrative experience reporting to a General Manager and other top executives.
- Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook). Type 75 WPM.

CAREER SPAN

Executive Assistant to the Country Head, Senior Director Corporate Affairs and Government Affairs to Oracle India Pvt Ltd – (November 2018 to Present).

Duties & Responsibilities:

- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives.
- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.

Executive Assistant to the General Manager of IT Department, July 2010 to November 2018 | Robert Bosch Engineering Business solutions private Limited / Bangalore.

MULTIPLE DEPARTMENTS:

Duties & Responsibilities:

- Provide administrative and business support to the General Manager, of Some town's largest manufacturing firm and support other members of the executive management team.
- Maintain General Manager Calendar -- plan and schedule meetings, teleconferences and travel.
- Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events,
- Improved office efficiency by implementing color-coded filing system and introducing additional time-saving measures.
- Enhanced communication between manufacturing department and executive team, fostering a sense of teamwork and collaboration.
- Acting as the first point of contact for the General Manager of IT and senior managers.
- Servicing and maintaining office equipment like photocopiers and scanners.
- Receiving the post and then distributing letters to the appropriate recipients.
- Calendar managing for multiple senior managers.
- Preparing and reconciling expense reports.
- Supporting the marketing activities of the company.
- Managing the General Manager of IT dept, daily, weekly and monthly schedule.
- Typing up formal correspondence, agreements, memorandum, other reports and documents
- Screening phone calls, enquiries and requests.
- Preparing timesheets and expense reports.
- Corresponding and sending out letters on behalf of senior managers.
- Making international travel arrangements.
- Organizing key business meetings.
- Booking venues, room, equipment and refreshments for up and coming meetings.
- Filing documents and paperwork.
- Providing holiday and sickness cover in the absence of other staff members.
- Preparing PowerPoint demonstrations.
- Ordering office supplies, hardware and software.

Executive Assistant to the Legal Manager of the Legal Department: ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED.

Duties and Responsibilities:

- Managing the day-to-day operations of the office
- Organizing and maintaining files and records
- Planning and scheduling meetings and appointments
- Managing projects and conducting research
- Preparing and editing correspondence, reports, and presentations
- Making travel and guest arrangements
- Working in a professional environment Sound knowledge of Microsoft Office systems such as; Word, Excel, PowerPoint and Outlook.
- Ability to set priorities whilst managing multiple tasks.
- Superb typing skills.
- Accurate written English skills.
- Quick to adapt to changing priorities.

Personal:

- Ability to come up with sound decisions.
- A self-starter who is able to work independently.
- Consistently working to a very high standard.
- Happy to work with all members of the team on a variety of tasks.
- Having a calm approach to working under pressure.
- Able to work with different personality types.

AREAS OF EXPERTISE:

Administrative resource scheduling

Proofreading documents

Invoice processing

EDUCATION

Sl. No.	Qualification	Board / University	From	To	Main Subjects
1	MBA Master of Business Administration	Sikkim Manipal	2011	2013	Human Resources Management
2	B.com Bachelor of commerce	Bangalore	Aug-08	Aug-10	Accountancy Human resource Management
3	Diploma In Commercial practice	Bangalore	July-05	July-08	Secretarial practice Shorthand Typing Business Administration
4	SSLC	Bangalore		2005	Schooling

PROJECT

Academic Project: MBA (Human Resource Management) semester 4:

Title: 'ORGANISATION STUDY' at BANAVATHY POWER SYSTEM LTD

Description: The examination of how individuals construct organizational structures, processes, and practices and how these, in turn, shape social relations and create institutions that ultimately influence people", organizational studies comprise different areas that deal with the different aspects of the organizations, many of the approaches are functionalist but critical research also provide alternative frame for understanding in the field.

DIPLOMA:

Title: Duties and Responsibilities of 'Company Secretary'

Organization: "SURE SEAL PVT LTD"

Description: As Part of Diploma in Commercial practice in the semester 5, we have undergone training for the period of Month in Sure Seal Pvt ltd; The Purpose of the study was to know about the Secretary Duty and responsibilities in the office and the routine clerical work.

Title: "Secretarial Duties"

Organization: 'RVTI GOVT OF INDIA'

Description: As a Part of Diploma in commercial practice in the semester 6, we have undergone training for a period of one week in 'RVTI INSTITUTE GOVT OF INDIA'.

The purpose of the study was to know about the secretary work as well as her responsibilities and also the adaptability of the changes in the Company.

STRENGTH:

- High level of Patience and punctual
- Flexibility
- Ability to learn new things
- Leadership Skills
- Good communication skill
- Ready to face challenges
- Sincere, dynamic and hard-working
- Ability to interact with all kinds of people
- Typing Speed: 45 word per minute
- Shorthand English - 120 WPM

PERSONAL VITAE

Date of Birth : 25th September 1989

Current location: Bangalore

Note: - More details will be provided as per requirement