anita pandey

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CAREER OBJECTIVES AND GOALS

Resourceful executive assistant adept at coordinating international travel, organizing large scale meetings, and managing third party vendors. Highly self motivated with solid work ethic. Skilled at multitasking and maintain a strong attention to detail. Employs professionalism and superior communication skills to meet client and company needs.

PROFESSIONAL PROFILe

Over 15 years of experience in the areas of Effective Assistance to the CMD/MD/GM of the hotels. Worked majorly in operations with 12 HOD’s and cluster GM. Excellent time management, organizing events, planning, sorting, excellent calendar management, good observant, quite detailed.

SKILLS

|  |  |
| --- | --- |
| * Meeting and travel support | * Excel, Powerpoint, MS office |
| * Adept writer | * Analysis and proof reading |
| * Event oversight | * Document control |
| * Business correspondence | * Report generation |
| * Presentation Development | * Vendor management |

EDUCATIONAL QUALIFICATIONS

* **Executive MBA**, Completed MBA from UK, Kent

**-** IIBM, 2008-2009,1st Class

* **MA (English-Literature)**

**-** S.R.GOVT. College for Women, AMRITSAR, 2006, 2nd Class

* **BA (Psychology, Elective English, Economics)**

**-** S.R.GOVT. College for Women, AMRITSAR, 2003, 1st Class

* **SeniorSchool Certificate Examination, Class XII**

**CBSE**, 1999, 1st Division

* **Secondary School Examination, Class X** 
  + CBSE,1997 1st Division

Career summary

|  |  |  |
| --- | --- | --- |
| Sep 01,2019 to till date | Investcorp International Ltd. | EA to Head of Private Equity-India (Mr. Gaurav Sharma) |
| May 21, 2018 to July 2019 | Radisson Blu Plaza Delhi Airport, NH-8 , Mahipalpur | EA to GM (Mr. Ashwani Goela) |
| Sept ’15 till Dec 15 | Pullman & Novotel Hotel, Aerocity New Delhi | EA to GM  (Mr. Tristan & Alaa Afifi (French & Egypt Delegate) |
| JAN’11 till June 2015 | Asian Hotels (West) Ltd.(Owners of JW Marriott Aerocity, New Delhi) | EA to MD  (Mr. Sandeep Gupta) |
| April’09 till Dec’10 | Shalini Publicity & Advertising Pvt. Ltd, Delhi | Business Development Manager-Advertising n Designing. |
| Aug’07 to Apr’09 | Golden Crown Overseas Pvt. Ltd, Delhi | EA to CMD |
| Dec’05 to Aug’07 | Uppal Neuro Hospital, Amritsar. | Junior Assistant to Psychiatrist |

ORGANIZATIONAL EXPERIENCE

**Investcorp 01 September 2019 to till date-Cowrks, WorldMark 1,Aerocity, IGI Airport, New Delhi**

Investcorp is one of the most active global mid market private equity firms, with over 30 years of experience of successfully investing in North-America and Europe and more recently in the MENA region.Past and Present portfolio of Investcorp Private Equity segment includes more than 150 investments totalling over $ 36 billion in transaction value.

* Managing relationships, both domestic as well as international, on matters as required including VIP guest relations and Public Relations handling;
* Managing internal and external communication
* Organizing and participating in meetings and conferences, within or outside Delhi
* Maintaining Schedules
* Handling all official correspondence independently;
* Handling confidential matters related to the organization;
* Communicating with top management,
* Assisting in preparing, carrying out and monitoring work plans including preparing reports and other documents relevant to core team operations; and Perform other duties as assigned.
* Processing Telephone, Electricity & other bills for payments.
* Ticketing – Booking (Domestic – Air, train), recording and processing travel bills based on company policy
* Maintain Contact list
* Interacting with vendors with regard to the Settlement of claims and renewal of policies.
* Using Concur to make international bookings-Hotel,Flight,conference rooms, Cabs etc
* Using Concur to make expense reports and upload bills for reimbursements
* Using other sites to claim Fuel bills and upload investment proof for my reporting manager
* Organize Interviews, Search candidate, Recruit with induction and Exit interviews.

**Radisson Blu Plaza Delhi Airport, Mahipalpur Delhi May 2018 to July 2019 EA to GM**

The Radisson Blu Plaza Delhi Airport provides upper upscale accommodations and convenient city access. 261 rooms and suites offer free high-speed, wireless Internet and peaceful garden views, and our on-site spa provides the perfect retreat after a busy day. Sample something delicious at The Great Kabab Factory or at one of our other on-site restaurants, including specialty Thai restaurant Neung Roi and multi-cuisine restaurant NYC. Top off the evening with a dessert from R - The Lounge. It also offer a spacious ballroom that can host a grand event for up to 800 guests or be divided into smaller rooms for multiple conference sessions.

* Coordinate executive communications, including taking calls, responding to emails and interfacing with clients.
* Prepare internal and external corporate documents for team members and industry partners
* Schedule meetings and appointments.
* Renewal of memberships-HRANI,FHRAI,HAI.
* Audit report compilation and coordination to make a consolidated final report with appropriate responses recorded by GM and concerned Deptt Heads.
* Coordination for the appraisals of HOD’s.
* Power-point on strategy meet-HOD & Sales.
* Handling the guest complaints.
* Supporting all 12 deptt and their HOD’s for all loopholes and accomplishment of work assigned as per the priority of GM.
* Preparing excel sheets for monitoring meeting schedules, calendar , time management and work in order, minutes, follow up.
* Preparing Minutes and follow up to get the current status.
* Screening all requisitions, purchase orders and cheques before it is sent to GM for signature.
* Arrange corporate events to take place, staff appreciation events, Revenue management, Sales meeting, OTA meetings, Social Media, Asset Maintenance meeting, FSMS meeting, P&L review, credit review meeting, Business Strategy meetings, quality analysis, F&B meetings etc.
* Maintain an organized filing system of paper and electronic documents.
* Uphold a strict level of confidentiality
* Develop and sustain a level of professionalism among staff and clientele.
* Proof reading of the brochures, menu etc
* Prepare Newsletter, press release-Blackboard, Today’s traveller.
* Coordination with HR for conducting interviews/Appraisals/exit interview.
* Managing Calendar.
* Preparing itineraries-Domestic and international.
* Reservation of Rooms-Domestic, International, Conferences, Airport transfers, Ferry tickets etc
* Using CAT for the approval of leaves of HOD’s.
* Working on ALIF to raise the requisition to purchase items for office use.

## Pullman & Novotel Hotel, Aerocity New Delhi Sept’15 till Dec 2015 as EXECUTIVE ASSISTANT TO GM

Pullman is the high-end international brand of the Accor group, mainly targeted at cosmopolitan travelers who have wide connections and enjoy combining work and pleasure. Located in the world's most vibrant global cities and most sought-after tourist destinations, Pullman 4-star and 5-star hotels and resorts welcome modern-day adventurers, nomads and explorers, traveling on their own or with like-minded companions and associates, for business or pleasure.

**As EXECUTIVE ASSISTANT TO GM**

* Coordination for Daily meetings ,preparation and circulation of MOM
* Manage GM‘s travel arrangements
* Booking of conference rooms , managing incoming and outgoing correspondences
* Taking Care of office Stationery.
* Coordinating for the arrangements of events and conferences.
* Handling the guest complaints.
* Supporting all 12 deptt and their HOD’s for all loopholes and accomplishment of work assigned as per the priority of GM.
* Preparing excel sheets for monitoring meeting schedules, calendar , time management and work in order, minutes, follow up.
* Preparing Minutes and follow up to get the current status.
* Screening all requisitions, purchase orders and cheques before it is sent to GM for signature.
* Drafting and filing.
* Screen all calls and emails.

Received certificate for active participation during the launch of Pullman & Novatel Hotel

## Asian Hotels (West) Ltd. (New Delhi) Jan 2011 till 30th Aug 2015

Asian Hotels (West Ltd.) and Aria Hotels and Consultancy Services Pvt Ltd is a subsidiary of the 5 Star Deluxe Hotel J.W. Marriott, at Aerocity, New Delhi.

**As EXECUTIVE ASSISTANT TO Executive Director**

* Manage ED‘s complex and frequently changing travel arrangements and coordinate preplanning of trips including international
* Distribute companywide announcements, book conference rooms , managing incoming and outgoing correspondences
* Taking Care of all maintenance of office equipments-Telephone line, other instruments & office Stationery.
* Coordinating for the arrangements of events and conferences.
* YPO Registrations, international correspondence for reservations and exhibitions, Foreign Remittance.
* Administrative support including maintenance of office equipment, Stationery requirement, communication instruments, housekeeping and local transport.
* Full participation during the launch of Hotel J.W. Marriott, at Aerocity, New Delhi.

***Purchase &Operation***

* Sourcing Vendors for buying Machines-Printer, Paper Shredder, Visitor Management System for Commercial Tower.
* Negotiations with the Vendors and making comparative reports of all quotations received from the vendors.
* Making Purchase Order and ensure the Delivery of the items.

***Event Management***

* Managing the entire course of events inclusive of conceptualisation of invitation, set design, and scheduling, on-site event management for various events like Launch of J W MARRIOTT, Birthday bash of Chairman etc.
* Maintaining regular correspondences with the dealers, promoters etc by providing them complete information about new launches of products, their technologies, schemes etc.

***Vendor Sourcing, Negotiations & Management***

* Responsible for sourcing vendors for various corporate activities- Courier despatch, stationery, ticketing and travelling, Purchase of Machines for the opening of new office.
* Corporate Gifting, promotional gifts & items required for Product Launch, Development and Product Promotions.

## Shalini Publicity and Creative Pvt. Ltd. Apr 2009 till Dec 2010

**Shalini Publicity & Creative Private Limited** has the privilege of matchless and unparalleled service of Newsprint and advertisement of Central and State Govt. Organization. An INS Accredited Advertising Agency of repute operating in the world of Advertising since 1994.The Organization is heading by the **Director Mr. ManoBhaw Tripathi.**

**As Business Development Manager& Public Relations**

***Planning &monitoring:***

* Develop strategy for branding (advertising, sales promotion, media management) in line with the overall business strategy
* Preparing the annual marketing plan, branding budget & monitor cost benchmarks adhering to the department budget; developing and executing brand and Product focused promotion

***Advertising, Promotion&Communication:***

* Design and implement corporate campaigns and product specific campaigns in co-ordination with other departments; and reviewing sales reports to determine the success and failure of such campaigns

## Review and edit existing promotional materials (brochures, leaflets, sample covers etc) for marketing effectiveness, cross-selling implications and adherence to brand guidelines.

## Coordination with Approved Agencies in designing, implementation of all Sales Promotional & Corporate Social Responsibility activities, ATL & BTL activities

## Preparing the Corporate Gifts plan and ensuring that they reach concerned parties and branches well within time

## Liaison with approved agencies and other external /third party vendors and consultants for preparation of advertisements, creatives and sales promotions in order to ensure alignment to business objectives - this includes coordinating press releases, editorials, e-marketing campaigns etc

* Provide writing and editing support for all outbound member communication including all promotional materials and a quarterly newsletter
* Administer the company’s Web-site including overall positioning, content and messaging; Facebook, Twitter, company blog and develop and manage online marketing campaigns concepts with viral potential.
* Responsible for organizing and managing events, trade exhibitions, sales meets etc from time to time

***Public Relations :***

* Maintain media contacts necessary to execute the media action plans for the betterment of brand image of the company
* Build the company brand by defining and executing PR effort
* Identify relevant media influencers, and generate awareness opportunities

***Market Research:***

* Understand competitor strategies and conduct market research activities using secondary research data and carrying out customized primary surveys if required, for further understanding market demands, identifying new markets etc.

## Internal Communications Management:

* Keep company employees informed of company events or updates, service opportunities, and upcoming product releases;
* Formulate internal communication briefs for the organization as per the policies and guidelines
* Responsible for maintaining the company database and ensuring it is accessible for direct mailers, sending communications etc

***Assistance to Managing Director/ Chairman:***

* Preparing Presentations , documents, and communications required by Managing Director and Chairman from time to time

## Golden Crown Overseas Pvt. Ltd. Aug 2007 –April 2009

Benchmarking the business of manufacturing and fabricating. Golden Crown Overseas is a name, which is catering the various needs of its clients related to furniture and home interiors with its handicraft made items.

**As Executive Assistant to CMD**

* Scheduling meetings & coordinating with other HOD and handling correspondence.
* Attending Guests and phone calls of CMD.
* To check e-mails and drafting, Minute of the meeting.
* Maintaining all files for proper record.
* Arranging & coordinating for all international and domestic Travel, Ticketing, and foreign exchange.
* Imprest cash handling.
* Screening of CV’s and short listing candidates, calling for interview.
* Coordination with HR deptt for conducting interviews.
* Maintaining appointment schedules and follow ups.
* Presentation & attending exhibition in different places, travelling.

## Uppal Neuro Hospital, Amritsar July 2004 – Nov 2006

**Dr**. **Ashok Uppal running the hospital in Amritsar** is a Specialist in PSYCHIATRY.

Dr

**As Junior Assistant to Neuro Surgeon**

* Checking, analyzing, counseling and making the Case history of Neuro Patients.
* Addiction psychiatrist – Worked with people suffering from addiction and substance abuse issues.
* Adult psychiatrist – Worked with adults experiencing mental illness or psychological distress.
* Neuropsychiatrist – Treats mental disorders associated with nervous system problems, brain diseases and brain injuries.
* Updating records on computer.

## OTHERS

**As Exhibition Representative**

Performed at 10th Auto Expo in 2010 at Pragati Maidan, Delhi -5th Jan to 11th Jan .

**NCC “C” Certificate holder with A Grade**

Regional Selection for SSB Training in Delhi.

Thal Sena Camp, National Integration Camp, Annual Training Camp

**As Volunteer for Charitable Organizations**

Volunteered for writing a poem on Drug Addiction in 2002.

PERSONAL DETAILS

**Date of Birth** : 11th September 1982

**Nationality** : Indian

**Marital Status** : Married with one kid of 3 years.

**Languages Known** : English, Hindi and Punjabi

**Interests**  : Basketball, music, singing, reading, painting.

**Extra-curricular activities** : Participated in various events like one-act plays, dance, solo songs etc in school and college level.

**Permanent Address** :Flat no. 307/9,East of Kailash, New Delhi-110065