**NAKUL SHAKALYAMob: 9811088991**

**Email:** nakul.shakalya@gmail.com

**Job Description : Executive Assistant (EA) to CEO & Office Manager**

**Direct Reporting Line : Chief Executive Officer**

# ABSTRACT

* ***Over 09 Years extensive experience*** *in the field of* ***Executive Assistant (EA)****, Diary Management, Calendar Management, Fixing Appointments , Making Reports Minutes of Meetings, Making Travel Arrangements (Passports & Visas), Managing Personal Investments of CEO (Investments in Real Estate, Mutual Funds, Shares), Preparing Monthly Cash Flow , Managing All Statutory Payments, Preparing and Filing Income Tax Returns of CEO.*
* ***Currently working with Max Ventures Private Limited as EA to Chief Executive.***
* *Relevant Experience in the field of* ***Finance & Accounts, MIS, Receivables, Payables, and Administrative & Secretarial Jobs.***
* Adept at controlling all accounting operations involving customer accounts & reconciliation, budgeting, MIS etc.
* An Out-of-the-Box Thinker with a proven track record of streamlining workflow and creating a team work environment to enhance operational efficiency.
* Possess excellent interpersonal, communication and analytical skills with demonstrated abilities in employee relationship management.

# ORGANISATIONAL CONTOUR

**Organisation : Max Ventures Private Limited**:

Department : Family Office

Location : Noida

**Designation : EA to Chief Executive - (Family Office)**

**Duration : Since Oct’ 12**

**Organisation: TIMES INTERNET LIMITED** E-Commerce company of The Times of India Group popularly known as [www.indiatimes.com](http://www.indiatimes.com)

**Location : Delhi**

**Designation : Manager- Finance**

**Duration : 1st Sep 2011 to 19th Oct 2012**

**Organisation: EMAAR MGF LAND LIMITED** Real Estate Company having residential & commercial projects PAN India (a Joint Venture between EMAAR Properties PJSC Dubai & MGF Developments)

**Location : Gurgaon**

**Designation : Officer - MAS at EMAAR MGF BUSINESS PARK GURGAON**

**Duration : From 13th Sep 2007 to 30th Aug 2011**

**Organisation: Bennett Coleman & Co. Ltd. (THE TIMES OF INDIA GROUP)**

**Location : Chandigarh**

**Designation : Executive-RMD Accounts**

**Duration : Apr 2005-Aug 2007**

**Organisation : Times Internet Limited (Indiatimes.com – A Times of India Group Company)**

**Location : Delhi, Darya Ganj**

**Designation : Accountant**

**Duration : Oct 2001-Mar 2005**

**Tenure**  **Company’s Name** **Designation**

1998-2001 M/s Siddharth Interiors Limited Assistant (Accounts & Finance)

# DOMAIN EXPERTISE

***Executive Assistant***

* Managing, Coordinating and maintaining Calendar of CEO including Appointments, Meetings & Travel (Passport / Tickets & Visas).
* Responsible for organizing of internal and external meetings on behalf of the CEO ensuring all necessary requirements are made e.g. meeting venue, equipment, presentations, prepare agendas.
* Provide executive and administrative support to CEO.
* Responsible for organizing CEO travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and preparing travel expense statement.
* Secretarial support for meetings as and when required by the CEO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments.
* Preparing monthly flexi reimbursement claim & monthly investment presentation of CEO.
* Responsible for managing CEO’s personal daily schedule in line with CEO’s daily requirements
* Managing CEO’s personal Investments in Shares & Mutual Funds preparing ROI & XIRR, Handling all statutory payments of CEO.
* Managing All Bank Account Reconciliations & Preparing & Filing Personal Income Tax Return of CEO.

***Accounts/ Financial Planning***

* Preparing and maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
* Presenting a true & fair view of branch financial position by preparing the necessary reports.
* Coordinating in the preparation and maintenance of P&L Account and Balance Sheet.
* Implementing systems and processes to capture activity costs with pro-active controls to prevent adverse variances.

***Audit***

* Coordinating annual audits; evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations.
* Independently handled audit of Employee Reimbursement, Travel Expenses, Bank Receipts & Payment.
* Independently handled ABC audit of Times of India Chandigarh Branch.
* Independently handled the Audit of Sales Function for various projects of the company

***Receivables & Payables***

* Preparing & following up of bills receivables after invoicing to debtors, conducting ageing analysis with an aim to keep receivables under control and collections of payments etc.
* Ensuring that all payments are made to suppliers within the stipulated time frame & managing accounts payable within the pre-set parameters & accounting of rejections and reconciliation etc.
* Conducting ageing analysis of the payables to understand the paying pattern.
* Maintaining the ledger of customers at Service Centre, scrutiny of customer’s accounts, debit notes and credit notes and work orders.
* Monthly Bank Reconciliations & all vendor accounts reconciliations.

***Fund Management***

* Monitoring the inflow / outflow of funds & cash management; taking adequate measures to ensure optimum utilisation of funds towards accomplishment of organisational objectives.
* Liaising with banks and financial institutions for raising funds to meet working capital requirements and effective utilisation of the funds.
* Smoothly handled collection accounts maintain with banks, preparation of daily collection report, Collection of funds from the customers by way of Cheque / DD / ILC.
* Transferring of funds t by way of TT/RTGS .

***MIS***

* Supervising the preparation of MIS reports to provide feedback to top management on financial performance, viz., fund management, credit control, administration, profitability, NSR etc.
* Developing and maintaining documentation, Cost Sheet on monthly basis , NSR etc.
* Capturing Online Payments from the Payment Gateway on Daily Basis
* Reconciling it with Back End Reports
* MIS of Revenue Collected on all the Payment Gateways

***Computer Skills***

* Worked on SAP / R3, Oracle Based Systems & Tally Accounting Package.
* Complete knowledge ofMS Excel, MS Word & MS Access.

#  ACADEMIC PURSUITS

**M.B.A (Finance)**  Symbiosis Pune 2010

**ICWAI (Intermediate)**  Institute of Cost & Works Accountants of India 1998

**ICWAI (Final Group)** Institute of Cost & Works Accountants of India 2001

**Bachelor of Commerce**  Delhi University 1995

# PERSONAL VITAE

**Date of Birth** **:** 15th August 1975

**Address :** 127, S.F.S. Flats Ashok Vihar, Phase -4, Delhi- 110052

**Language :** English, Hindi

**Expected CTC :** Negotiable

**Notice Period :** 3 Months.