**Summary of Qualification:**

A highly organized and detail-oriented Executive Assistant with over **16 years of experience in providing support to C level executives**.

Dedicated and focused; able to **prioritize and complete multiple tasks** and follow through to achieve project goals

An independent and self-motivated professional with **excellent writing skills**; able to grow positive relationships with clients and colleagues across all organizational levels

**Computer skills include: MS Word, Excel, PowerPoint, Outlook and Calendar Management, Document Managements systems, Internet search**.

**Professional Experience:**

**Aug 2019 – Present, Executive Assistant at Brescon & Allied Partners LLP**

**Job Responsibilities:**

Schedule Management:

* Setting up Internal/External meetings and con calls as requested
* Schedule recurring calls and other calls as required
* Video Conference/Tele Conference arrangements

Email Management:

* Prepare draft notes and follow up for approval of the same
* Send follow-up and thank you notes after meetings – specific to external meetings
* Send replies to concerned party after approval

Travel Management:

* International and Domestic Air travel – Provide the best suitable travel options, ticket bookings, track upgrade status, miles update
* Stay arrangements – Provide the best available options and rates direct with Hotels and online bookings.
* Airport transfers and Ground Transportation
* Car rentals

Client Visit Arrangements:

* Manage end to end client/customer/advisor/analyst and investor visit to our office in Mumbai

Visitor Arrangements:

* Providing logistic assistance to visitors for their accommodation in India, airport/office transfers
* Meeting room arrangements – ensuring IT, Admin and Pantry services are provided to guests
* Lunch/Dinner arrangements – ordering working lunch for the guests while in office and planning their dinner with the Leadership team.

**March 2019 – July 2019, Executive Assistant at Faering Capital Pvt Ltd.**

**Job Responsibilities:**

Schedule Management:

* Setting up Internal/External meetings and con calls as requested
* Schedule recurring calls and other calls as required
* Video Conference/Tele Conference arrangements

Email Management:

* Prepare draft notes and follow up for approval of the same
* Send follow-up and thank you notes after meetings – specific to external meetings
* Send replies to concerned party after approval

Travel Management:

* International and Domestic Air travel – Provide the best suitable travel options, ticket bookings, track upgrade status, miles update
* Stay arrangements – Provide the best available options and rates direct with Hotels and online bookings.
* Airport transfers and Ground Transportation
* Car rentals

Client Visit Arrangements:

* Manage end to end client/customer/advisor/analyst and investor visit

Visitor Arrangements:

* Providing logistic assistance to visitors for their accommodation in India, airport/office transfers
* Meeting room arrangements – ensuring IT, Admin and Pantry services are provided to guests
* Lunch/Dinner arrangements – ordering working lunch for the guests while in office and planning their dinner with the Leadership team

Handling Reception/Admin activities:

* + Taking couriers
  + Taking calls
  + Handling Cafeteria
  + Handling Attendance

**June 2016 – Feb 2019, Manager Assistant at Bain & Co.**

**Job Responsibilities:**

Schedule Management:

* Setting up Internal/External meetings and con calls as requested
* Schedule recurring calls and other calls as required
* Follow-up on agenda, briefing documents prior to the meetings
* Capturing minutes to track open, action items and priority list
* Video Conference/Tele Conference arrangements

Email Management:

* Prepare draft notes and follow up for approval of the same
* Send follow-up and thank you notes after meetings – specific to external meetings
* Send replies to concerned party after approval

Travel Management:

* International and Domestic Air travel – Provide the best suitable travel options, ticket bookings, track upgrade status, miles update
* Stay arrangements – Provide the best available options and rates direct with Hotels and online bookings.
* Airport transfers and Ground Transportation
* Car rentals
* Coordinate with travel team for domestic & international bookings for the Partner and his/her guests
* This includes visa/flight/hotel/car bookings and forex arrangements

Mailbox Management:

* Review Inbox and file emails
* Flag important and urgent emails
* Follow up to ensure timely closure of the imp items

Client Visit Arrangements:

* Manage end to end client/customer/advisor/analyst and investor visit to Bain office in Mumbai

Visitor Arrangements:

* Providing logistic assistance to visitors for their accommodation in India, airport/office transfers
* Working on the complete agenda and getting necessary approvals post which sending out meeting invites to respective participants
* Follow up on briefing notes/PPT’s post circulation of the meeting invites
* Meeting room arrangements – ensuring IT, Admin and Pantry services are provided to guests
* Lunch/Dinner arrangements – ordering working lunch for the guests while in office and planning their dinner with the Leadership team
* Organizing sightseeing for the visitors upon request

Expense Reports:

* File and claim expenses for the Partner and Manager pertaining to its relevant case code
* C-ordiantion with Staffing Team and Finance team on the budgets and approvals as and when required.

Also tracking action items, and follow up on the same thus ensuring all open items discussed on the call are closed in a timely manner

**Dec 2015 – Mid June 2016, Executive Assistant at JP Morgan. Assisting MD – Asset Services.**

**Job Responsibilities:**

Schedule Management:

* Setting up Internal/External meetings and con calls as requested
* Schedule recurring calls and other calls as required
* Follow-up on agenda, briefing documents prior to the meetings
* Capturing minutes to track open, action items and priority list
* Video Conference/Tele Conference arrangements

Email Management:

* Prepare draft notes and follow up for approval of the same
* Send follow-up and thank you notes after meetings – specific to external meetings
* Send replies to concerned party after approval

Travel Management:

* International and Domestic Air travel – Provide the best suitable travel options, ticket bookings, track upgrade status, miles update
* Stay arrangements – Provide the best available options and rates direct with Hotels and online bookings.
* Airport transfers and Ground Transportation
* Car rentals

Mailbox Management:

* Review Inbox and file emails
* Flag important and urgent emails
* Follow up to ensure timely closure of the imp items

Client Visit Arrangements:

* Manage end to end client/customer/advisor/analyst and investor visit to JPMC facilities (across locations)

Visitor Arrangements:

* Providing logistic assistance to visitors for their accommodation in India, airport/office transfers
* Working on the complete agenda and getting necessary approvals post which sending out meeting invites to respective participants
* Follow up on briefing notes/PPT’s post circulation of the meeting invites
* Meeting room arrangements – ensuring IT, Admin and Pantry services are provided to guests
* Lunch/Dinner arrangements – ordering working lunch for the guests while in office and planning their dinner with the Leadership team
* Organizing sightseeing for the visitors upon request

Also tracking action items, and follow up on the same thus ensuring all open items discussed on the call are closed in a timely manner

**Feb 2010 – Nov 2015, Executive Assistant at Syntel Ltd. assisting Chief Operating Officer.**

**Job Responsibilities:**

Schedule Management:

* Setting up Internal/External meetings and con calls as requested
* Schedule recurring calls and other calls as required
* Follow-up on agenda, briefing documents prior to the meetings
* Capturing minutes to track open, action items and priority list
* Video Conference/Tele Conference arrangements

Email Management:

* Prepare draft notes and follow up for approval of the same
* Send follow-up and thank you notes after meetings – specific to external meetings
* Send replies to concerned party after approval

Travel Management:

* International and Domestic Air travel – Provide the best suitable travel options, ticket bookings, track upgrade status, miles update
* Stay arrangements – Provide the best available options and rates direct with Hotels and online bookings.
* Airport transfers and Ground Transportation
* Car rentals

Mailbox Management:

* Review Inbox and file emails
* Flag important and urgent emails
* Follow up to ensure timely closure of the imp items

Approval:

* Handle approval on the system for Purchase requisitions, Leave and Attendance request and Travel requests
* Preparation of Expense Statements and FLA Settlement.
* Corporate Credit Card reconciliation on monthly basis and getting payment done through Finance team

Contact Management:

* Add new contacts post meetings and update based on changes
* Track and update the contact list for annual greetings and communication

Client Visit Arrangements:

* Manage end to end client/customer/advisor/analyst and investor visit to Syntel facilities (across locations)

Visitor Arrangements:

* Providing logistic assistance to visitors for their accommodation in India, airport/office transfers
* Working on the complete agenda and getting necessary approvals post which sending out meeting invites to respective participants
* Follow up on briefing notes/PPT’s post circulation of the meeting invites
* Meeting room arrangements – ensuring IT, Admin and Pantry services are provided to guests
* Lunch/Dinner arrangements – ordering working lunch for the guests while in office and planning their dinner with the Leadership team
* Organizing sightseeing for the visitors upon request

Travel Arrangement:

* Coordinate with travel team for domestic & international bookings for COO
* This includes visa/flight/hotel/car bookings and forex arrangements
* Manage FLA settlement post travel
* Also tracking action items, and follow up on the same thus ensuring all open items discussed on the call are closed in a timely manner

Assistance in New Joinee On boarding:

* Sync with senior level candidates and set up time for Interview
* On joining, assist the employee with all joining formalities

Social Activities:

* Managing fortnightly fun activities for the team and setting up quarterly team lunch
* Providing assistance to HR in arranging annual team offsite

Other Admin Activates:

* Working closely with the internal travel desk team for Visa processing.
* Working on planning offsite and fun events for COO’s office

**June 2008 – Feb 2010, Executive Assistant at WNS Global Services Pvt Ltd.**

**Job Responsibilities:**

Calendar Management:

* Managing calendars of the Senior Associates of Strategy& (former Booz & Co.) – North America team,
* Coordinate with the counterparts for meetings

Travel Arrangement:

* Travel arrangements for SA’s via AMEX (only International travel arrangements)
* Also tracking action items, and follow up on the same thus ensuring all open items discussed on the call are closed in a timely manner

Social Activities:

* Managing fortnightly fun activities for the team and setting up quarterly team lunch
* Providing assistance to HR in arranging annual team offsite

**March 2007 – June 2008, Front Desk Executive at Shell India Marketing Pvt Ltd**

**Job Responsibilities:**

Travel Bookings:

* Organizing travel, accommodation and other travel related requests.

Call Management:

* Handling and screening calls.
* Taking and actioning messages in a timely manner.
* Organizing conference calls as needed and maintaining call record for accounts purposes.

Meetings:

* Logistics setup including boardroom bookings, catering, and equipment bookings
* If external meeting, organizing all logistics.

Expenses and Timesheets:

* Coordinating and preparing monthly expense claims and timesheet submissions by due dates.

General Administration:

* Support to other admin assistants during absence or busy periods.

Social Activities:

* Managing fortnightly fun activities for the team and setting up quarterly team lunch
* Providing assistance to HR in arranging annual team offsite

**December 2004 – March 2007, Senior Executive in Administration at Accenture Services Pvt Ltd**

**Job Responsibilities:**

* Prioritize and manage the executive's functions and the day to day activities of the business.
* Scheduling various appointments if any, and also taking care of all the preliminary requirements.
* Making travel reservations.

Call Management:

* Handling and screening calls.
* Taking messages in a timely manner.
* Organizing conference calls as needed and maintaining call record for accounts purposes.

Social Activities:

* Managing fortnightly fun activities for the team and setting up quarterly team lunch
* Providing assistance to HR in arranging annual team offsite

**December 2003 – November 2004, Back office Executive at Bizdev Systems Pvt Ltd**

**Job Responsibilities:**

* Communicating with US & UK Clients via Email, Chat & phone for their processing’s of ATM Accounts.
* Maintaining Attendance Records.
* Assisting General Manager for daily operations (including processing of salaries & Perks if any).

**May 2003 – October 2003, Front Desk Executive at Alpha Classes**

**Job Responsibilities:**

Call Management:

* Handling and screening calls.
* Taking messages in a timely manner.
* Organizing conference calls as needed and maintaining call record for accounts purposes.

**Achievements:**

* Received word of appreciation from CEO of Accenture effectively handling his India visit
* Received word of appreciation from the CEO of Syntel, acknowledging my efforts and contribution
* Received Syntel value award- Speed
* Received Star of the Month Award from Bain & Co. twice in Bain from the MD
* My name still reflects at the “wall of fame” at Bain & Co.

**Personal Details:**

* Date of Birth: January 18, 1983
* Nationality: Indian
* Marital Status: Married
* Gender: Female

**Educational Qualifications:**

* Bachelors in Commerce from Mumbai University – 51% from 2000 - 2003
* Higher Secondary Certificate from Mumbai University – 66% from 1998 - 2000
* Secondary School Certificate from Mumbai University- 57% from 1997 - 1998

### Academic Achievements:

* An active participant in various Cultural Forums held at School and College level

**Interests and Hobbies:**

* Travelling, Cooking, Listening Music and Spending time with family