

BHUPENDER VERMA

Executive Assistant

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Brief Job Narration

Total Experience	12 Years 2 Month
Present Organization	Shiv Nadar University Greater Noida (HCL Technologies, Noida)
Present Position	Executive Assistant
Present Location	Greater Noida (Delhi NCR)
Present CTC	Rs.6.5 LPA + Fringe benefits
Notice Period	3 Months (90 Days)

Education:**Master's in Computer Science (M.Sc. CS)** (2008)

MCRP University Bhopal

Bachelor's in Computer Application (BCA) (2003)

CCS University Meerut

Intermediate

C.B.S.E. Delhi (2000)

Metric

C.B.S.E. Delhi (1998)

Personal Profile:

Date of Birth	16 th Oct 1980 (39 Years)
Mother's Name	Smt. Kaushalya Devi
Father's Name	Shri Jaipal Singh
Permanent Address	17 Sudamapuri, PO Govindpuri, Modinagar District-Ghaziabad (UP) 201201
Family Profile	
Wife - Housewife	Son Studying - 6 th Standard Daughter - 4 th Standard
Mother - Housewife	Father - Retired
Contact No	+91-7465849965 (Home)
Emergency No	+91-9837742366 (Dinesh Verma, Brother)

Experience: (12 Years 2 Month)

Shiv Nadar University Greater Noida (HCL Technologies)

Executive Assistant

April 2015 – Present

Key Responsibilities

Calendar & Diary schedule

Drafting letters & E-mail management

Fixing & scheduling meetings

Minutes of meeting (MOM)

Hospitality Management

Transportation

Administration - Facility management (housekeeping, pantry, security)

Inspection based work – UGC, NAAC, MCI

Event Management

(Organizing National/Inter-national workshop/conference/guest lectures/presentations)

Team size: 55+ team members (HOD, Faculty, Staff, Research Scholar, M.Tech. students)

HR & Establishment

(Arranging Skype/In-person Presentation – Faculty / staff & monthly presentations)

Purchase & Procurement

Vendor Management

Handling department Imp rest money / petty cash

Transportation

(Bookings of cab and itinerary of HOD / overseas guest visiting SNU for delivering lectures/talks)

Taking care of overseas guest & faculty for In-person/skype presentation for SNU guest visiting campus

Coordination and handling team consisted of 55+ members in the department

Handling departmental stock & inventory record with the imprest money

Handling Admission process for PG (M.Tech. & Ph.D.) including test, interview & document verification

Past Job Narration

RMCH&RC HAPUR
July 2013 – June 2014

Sr. Executive to MD/HR Head

Sharda University Greater Noida
July 2012 – May 2013

Sr. Executive Assistant to OSD

DCE Greater Noida
July 2006 – Nov 2011

Sr. Assistant to Registrar

IBSD Greater Noida
Feb 2009 – Feb 2010

Assistant Registrar

NIET Greater Noida
Oct 2004 – June 2006

Training & Placement Executive

Software Packages

ERP, PeopleSoft, MS-Office (Word, Excel, PowerPoint, MS-Access)

Short Term Course Workshop / Conference Attended

Short term courses on 'Fundamentals of Computer Applications'

Organized and Attended two days' International workshop on 17th & 18th August, 2015 at Shiv Nadar University, Greater Noida

Awards/Prize/Certificates

Awarded in M.Sc. for best student during 2008 in Sonar Samiti, Meerut UP

Awarded in BCA for best student during 2003 in Sonar Samiti, Meerut UP

Athletics at school level

Football player at school level

Skills & Computer Proficiency

Liaoning with government department

Administrative and operations

Technical Expertise: ERP Software, PeopleSoft Software
Office Tools: MS Office, Outlook 2013

Areas of Interests

Assist Principle / Director / Registrar / HOD
Administration
HR & Establishment
Operations
Office Management
Software Engineering

Training

Nav Bharat Products Pvt. Ltd. Hapur, UP India successfully completed 8 weeks training in 2002-03 during BCA degree program

Strength

Honest, Discipline, Positive Attitude
Sincerity & Dedication towards assigned duties

Referee Details

1. Dr. Harpreet Singh Arora (Associate Professor)
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2. Dr. Himanshu Pathak (Assistant Professor)
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Thankyou