

MEENU RASTOGI
H-58, UFF, NEW MAHAVEER NAGAR, TILAK NAGAR,
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OBJECTIVE

Willing to work in a dynamic, challenging and growth oriented Company that allows me to utilize my knowledge and experience to contribute for the growth of the organization.

EXPERIENCE

Worked as **Officer - Secretarial to Vice President (Regional Head)** in **Shapoorji Pallonji and Company Pvt. Ltd.** from **July, 2014 to July, 2020.**

Particulars of Job as Secretary:

- Assisting Vice President in day-to-day activities.
- Screening of E-mails and Voice messages and replying the same.
- Drafting of letters, Inter Office Memos / Notes and Minutes of meetings etc.
- Managing Calendar.
- Managing travel desk & developing itineraries.
- Preparing and tracking of expense / travel vouchers.
- Maintaining files and records to provide current and timely information.
- Working as a mediator between Vice President, Other Departments and Site Team.
- Managing arrangements for housekeeping and security.
- Managing arrangements for conferences / events.

Particulars of Job as Purchaser:

- Float enquiries to different suppliers/vendors and obtain quotations.
- Compiling quotes, Negotiate with vendors and finalization of rates and other commercial terms.
- Vendor Evaluation and Vendor selection based on certain criteria decided.
- Creating RFQs, Contracts, Purchase Orders, LC requests & payment requests in SAP.
- Responsible for correct & timely deliveries of material at Sites.
- Strive for Cost reduction in favour of the company.

Worked as **Executive Assistant to Vice President – Procurement** in **Fernas Construction India Pvt. Ltd.** from **June, 2013 to July, 2014.**

Particulars of Job:

- Assisting Vice President – Procurement in day-to-day activities as Performing purchasing tasks for the department by processing purchase requests, contacting vendors, preparing and typing requisitions, approving invoices for the payment in SAP and creating a new source of supply.
- Preparing Purchase Orders, LOIs and other Correspondences in SAP.
- Screening of E-mails / fax / Voice messages and replying the same.

- Preparing Inter Office Memos / Notes, Delivery Challans, Minutes of meetings and compile quotes etc.
- Working with the team in a collaborative environment by assisting other Purchase Personnel.
- Maintaining files and records to provide current and timely information.
- Maintaining Vendors database.
- Arranging correct & timely deliveries of material at Sites.
- Working as a mediator between Vice President, vendors and Site Incharges or Office staff.
- Organising meetings and fixing appointments.
- Organising travel arrangements & developing itineraries.
- Preparing and tracking of expense / travel vouchers.

Worked as **Secretary – Purchase** in **M2K Group Co.** from **September, 2012** to **May, 2013**

Particulars of Job:

- Performing purchasing tasks for the department by contacting & selecting vendors, preparing and typing requisitions, approving invoices for payment and maintaining records of purchases.
- Negotiating with vendors / contractors
- Preparing Purchase Orders, LOIs and other Correspondences.
- Screening of E-mails / fax / Voice messages and replying the same.
- Preparing Inter Office Memos / Notes, Delivery Challans and compile quotes etc.
- Assisting Purchase Personnel.
- Maintaining files and records to provide current and timely information.
- Maintaining Vendors database.
- Arranging correct & timely deliveries of material at Sites.
- Working as a mediator between Vendors and Site Incharges or Office staff.
- Organising meetings and fixing appointments.

PROFESSIONAL QUALIFICATION

- Awarded with Diploma in Secretarial Practice from Y.W.C.A of Delhi.
- Awarded with certificate of Pitman from London University in Business Communication and Office Procedure.

ACADEMIC DETAILS

- Completed MBA in Operation Management from SCDL, Pune in 2014.
- Completed Bachelor degree in Commerce from Delhi University in 2004.
- Senior secondary from Kendriya Vidyalaya Tagore Garden Delhi in 2001.
- Higher secondary from Kendriya Vidyalaya Tagore Garden Delhi in 1999.

ADDITIONAL QUALIFICATION

- Basic Knowledge of Computer (MS Office, Google Suite, Internet & E-Mail).
- English Typing speed 100 w.p.m.
- SAP Operation (Material Module).

PERSONAL DETAILS

- Date of Birth : 24th October 1983
- Marital Status : Divorced
- Languages Known : English & Hindi
- Nationality : Indian
- Notice Period : Immediate

Place:

Dated:

(Meenu Rastogi)