



# KUMUD SHARMA

Executive Assistant

Add.: Sector-4, Gurugram.

Mob.: 96-54-522052

Mail :

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## AWARDS & HONORS

Awarded as a "Bright Spot" for smooth functioning of Godrej Golf Links launch.

Awarded as a "Bright Spot" "delivering outstanding administrative support Kidathon event.

Awarded "Employee of the Month" "for delivering outstanding administrative support.

## PROFESSIONAL AFFILIATIONS

- Computers-Microsoft Office Package course from June, 2010 to Dec. 2010.
- Tenography & Personality Development Diploma from 2011 to 2012.

## WHY ME?

Top level Executive Assistant with over 14 years of experience in providing administrative support to C-Level executives. Assisted Mr. Mohit Malhotra, MD at Godrej Properties for 8 months. Highly proficient, reliable and responsible with a positive attitude and strong work ethics. Possess the highest degree of integrity with a stellar record of maintaining confidentiality. Maintain excellent written and oral communication skills. Strong interpersonal skills. Ability to think several steps ahead to ensure my executives are fully prepared before they ever ask. An expert in handling distinguished corporate dinners and gifts assigned by the stakeholder. I am able to set priorities and adjust them as necessary to accommodate demanding schedules or crucial deadlines. Desire to resolve issues and to see projects to completion. Ability to creatively analyze and resolve problems. Ability to accept constructive criticism. Demonstrate common sense, maturity and a professional demeanor. I am comfortable dealing with people and employees at all levels in the organization. Conscientious and detail-oriented. A team player. I am a quick learner and am able to think quick on my feet. I am flexible and can commit work additional hours as needed to ensure completion of critical deadlines for projects.



## WORK EXPERIENCE

### Executive Assistant

Ongoing  
November 2018

**Caper Travels Ltd.**  
Gurugram

Assisting the Chief Managing Director. The job responsibilities are:

- Coordinating day-to-day operations of the office, including: mail, phones, visitors, expenses, catering.
- Arrangement of conferences, board meetings and department parties- Room arrangements, decorations, eateries.
- Maintaining MIS report for travel, printing, food, stationary.
- Effectively handling global travel arrangements for the executive team (airline,hotel, cabs).
- Managing special projects as assigned by the President.
- Maintaining office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, evaluating new office products, placing and expediting orders for supplies, verifying receipt of supplies.
- Coordinating between different departments of the organization to follow-up.
- Organizing events like: Sales Meets, product Launch, Employee Off-site and other celebrations
- Arranging end to end travel requirements - tickets, visas, Itinerary, hotel and cabs.
- Managing credit card payments and statement evaluation.

### Executive Assistant

September 2018  
September 2014

**4**  
**Years**

**Godrej Properties Ltd.**  
Gurugram

Assisting the Zonal Head-North Zone and Regional Head. The job Responsibilities are:

- Performed comprehensive administrative services to all other Heads and Group Leaders
- Calendar management- to arrange, coordinate and prioritize complex scheduling and logistics.
- Managing complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level meetings.
- Distributing company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.
- Handling all administrative tasks:
  - Scheduling travel itineraries, visa applications, ensuring cost effective ticket bookings (domestic & international), approving travel till manager level.
  - Coordinating interviews,
  - Event Planning- employee delightening events, offsites,monthly parties, birthday bashes, corporate dinners,product launches, Channel partner meets and branding.
  - Processing 20-30 invoices monthly. Paid monthly vouchers for travel and event invoices. Improved invoice payment time 90% by tracking through A/P system and following up with approvers.
- Managing two direct reports (Senior Administrative Secretary and Receptionist).
- Realized and implemented ways to cut spending on office supplies, saving the department hundreds each year.
- Close interaction with external clients, providing escalation of issues to different department Stakeholders. Performed follow-up on each individual case until resolution achieved. Target was 100% customer satisfaction report back to the Zonal head.
- Performed comprehensive administrative services to all other Directors and Group Leaders.
- Processing travel expenses and reimbursements on behalf of the Executives.

## SKILLS

### Administrative Skills:

- Calendar Management.
- Client Relations.
- Organizing Meetings.
- Travel Arrangements.
- Event Planning and Execution.
- Preparing Reports.
- Processing Expense Reports.
- Proofreading documents.
- Taking Meeting Minutes

### Communication Skills:

- Public Relations
- Customer Service.
- Managing Relationships with Clients.

### Technical Skills:

- Coordinating Video and Audio Conference Calls.
- Creating and Maintaining Databases.
- Microsoft Office.
- Office Equipment.

## EXTRA CURRICULAR ACTIVITIES

- Leader of Employee Delight Management Team- whole solely arranging Tie-ups (benefitting employees), Health and beauty products Kiosk, health check-up camps, monthly parties, employee offsite, special events on behalf of the Zonal Head.
- Member of Godrej-NCR Food Committee.
- Member of Godrej-NCR Good and Green Committee.
- Member of Godrej-NCR Godrejjoyce Team.

## REFERENCES

Mr. Anup Kumar  
Interior Designer  
Artsy Kreation  
Sector 4  
Gurgaon - 122001  
Haryana  
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kumaranup070@gmail.com

## Senior Executive Administration

August 2014  
July 2011 **3.2 Years** **iYogi Technical Services Pvt. Ltd.**  
Gurugram

## HR & Admin Assistant

July 2011  
February 2010 **1.5 Years** **Picasso Retails Pvt. Ltd.**  
Gurugram

## Executive Assistant

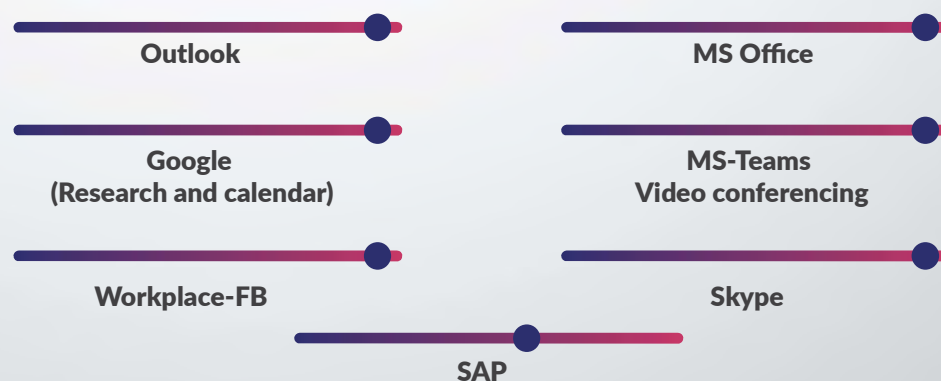
January 2010  
November 2006 **3.2 Years** **Mango Global India Pvt. Ltd.**  
Gurugram

## Secretary

September 2006  
January 2004 **2.8 Years** **Life Style International Pvt. Ltd.**  
Gurugram



## COMPUTER PROFICIENCY



## EDUCATION

### Bachelor of Commerce

Delhi University  
Completed in June 2006

### High School

Privately, CBSE Board, Delhi.  
Completed in April 2002