



BIO DATA

Name : Shaji Gangadharan

Father's Name : Late Sh. P. Gangadharan

Date of Birth : 20.05.1964

Qualification : -Secretarial Practice 2 years course from JJI,
Faridabad (India)
-Studied for B.A. from IGNOU, New Delhi
(Proof attached)
-Certificate Course for Computers

Permanent Address : House No. 1435 (MIG),
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Passport No. : U6081460 (Expiry : 14.01.2030)

Technical Knowledge : Shorthand and Typing : 100 & 50 w.p.m.

Computer Knowledge : Microsoft Excel, Microsoft Power Point,
Microsoft Word, Internet E-Mail
Lotus Notes etc.

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Work Experience & Job Content:

- A. I started career as Secretary in Purchase & Imports Department with **M/s Ranbaxy Laboratories Limited**, Dr. Jha Marg, Okhla, New Delhi – 110 020. After 1991 this plant was amalgamated to **Max India Limited** (Pharmaceutical Division). My job was to prepare import documents, correspondence with abroad parties, co-ordination with import clearing agents for timely clearance of import consignment from airports/seaports, preparation of imports orders, making L.C/DD/TT request to accounts department for remittance of payments to the parties, taking dictations, keeping records of all imports related files, advance licences etc. (1990- 1996, nearly 7 years).
- B. In 1996, I joined **M/s Duncans Industries Limited**, Kailash Colony Market, New Delhi as Secretary to Sr. General Manager, my job was to regularly taking dictations and preparation of monthly Sales Statistics, looking after appointments, also involved in administrative functions (1996-1997).
- C. In 1997, I joined **M/s Bharti Cellular Limited (Airtel)**, D-184, Okhla, New Delhi as Secretary. I worked with, **HR Department** as a coordinator for interviews and also involved in administrative functions. Also worked with **Finance Department Head as a Secretary to Finance Head**, my job was to taking dictations, liaison with financial institutions etc. Also worked with **Legal Department as Secretary to Legal Counsel-cum-Company Secretary as Secretary** there my job was to taking dictations, liaison with Govt. Departments, co-ordination with various departments including head office etc. At last I was attached with **Director Technical**, my job was to making travel arrangements (booking Airtickets etc.), independent correspondence (1997-2000) .
- D. In March 2000, I joined **Morepen Laboratories Limited**, 4th Floor, Antriksh Bhawan, 22 K G Marg, New Delhi as Executive Secretary to Vice President (IT), Secretary to Vice President (Sales & Marketing) Pharmaceutical Division, Vice President (Corporate) and also worked with Vice President (Supply Chain), my job was to preparation of sales statistics, making power point presentations, preparation of sales graphs, Management Information System, also involved preparation of export invoices, making insurance cover for each export and other export related documentations and was also a supportive hand of export marketing wing.

At last two years, I had exclusively worked with **Chairman & Managing Director**, I was independently looking after administrative functions of Chairman's office, making travel arrangements of entire corporate office team, day to day coordination with SBU heads of group companies for timely submission of monthly daily/reports, coordinating board meeting etc., maintaining appointment diary, receiving telephone calls, coordinating monthly meetings, preparing minutes of meeting etc. (March 2000 to October 2007).

- E. Worked as an **Executive Secretary to CEO & Director - Power Division** (O2 Grade, Senior Executive), in **Adani Enterprises Limited**, “Adani House”, Institutional Area, Plot No. 83, Sector – 32, Gurgaon, Haryana (Annual turnover of Adani Group is Rs. 23,000 Crores), Coordination with various departments, administrative functions, preparation of power point presentations, taking dictations, receiving guests, making travel formalities for domestic as well as international including arranging visas etc., maintaining appointment diary, preparation of travel bills and get reimbursement from Accounts Department, Screening of incoming and outgoing e-mails through lotus note etc. (Since Oct. 2007-2010).
- F. Worked with **Al-Osais Contracting Co., Dammam, Kingdom of Saudi Arabia** as an **Executive Secretary** to one of their Saudi Aramco projects namely Manifa ISF (Oil Refinery Project) from 4th September 2010 to 13th May 2012, worked as document controller and also worked with GM Projects, coordinating bidding etc.

Job Responsibilities: Looking after entire project administration including conducting weekly project progress meeting with Saudi Aramco and preparation of minutes, handling correspondence of the project, looking after HR related activities for the project employees and also worked as **Document Controller**.

- G. Worked with **Assad Said for Contracting Company Ltd.**, (based at Riyadh, Kingdom of Saudi Arabia), Located at Jeddah (Seaport Project) as a Site Administrator since Sept. 2014 to 2020, looking after entire Site Administration and documents controller, independently handling also worked with one of their Power Project, Court Projects (Ministry of Justice) Jeddah & Al Khober & University Project (Ministry of Education) Majmaah.
- H. Worked as Executive Assistant with **Bhushan Power and Steel Ltd.**, F-Block, International Trade Tower, **Nehru Place, New Delhi – 110 019** (short term assignment with their Bankruptcy and Insolvency Team) since 2020. Providing secretarial functions and coordination with advocates and Ernst and Young and other legal concerns also involving conducting meetings, scheduling appointments, corporate coordination etc.