

## CV for the Post of Administrative Secretary / Executive Secretary / Personal Assistant

**CAN JOIN IMMEDIATELY**



**CHARANJIT ARNEJA**

**Present Address:**

**H. No. 667 / Sector 16,  
Faridabad – 121002,  
Haryana, India**

**Mobile: +91 9650598448**

**Email: carneja@gmail.com**

### Professional Synopsis

Commerce Graduate & a competent administrator with **17+ years of experience** in Secretarial and Commercial functions.

Presently working as **EA to Vice-Chancellor in Skyline University in Kano, Nigeria**

### Professional Experience

**July 17, 2019 – till May 12, 2021**

Worked as Executive Assistant to Vice-Chancellor in **Skyline University** in Kano, Nigeria

#### **Job Responsibility:**

- High level Administrative & Secretarial support
- Maintaining Calendar Management of all the Departments of the University Coordinating meeting of Vice Chancellor with HODs, Vendors
- Preparation of files for Program Accreditations from NUC (Nigerian Universities Commission)
- Preparation of Policy Manuals for the University Members (Chairman, Chancellor, PRO-C, VC, Senate, BOT, Bursar, Registrar)
- Receiving/Managing the visits of High Profile Guests
- Preparing Goal Settings PowerPoint presentations of Faculty and HODs

**April 15, 2019 – July 15 (3 months)**

Worked as EA to Middle School in **Pathways School** (IBDP School), Baliawas Branch, Gurgaon

#### **Job Responsibility:**

- High level administrative & secretarial support
- Maintaining and ensuring Discipline
- Updation of Students and staff records in Veraxross, Wizemen and Peoplesoft Software Communication with Parents, Students, Staff and other internal and external departments
- Managing Deputy Principal's office – appointments, management of files
- Maintaining Appraisals of the staff (6 weekly, 6 monthly, yearly and for Cross-Over Teachers)

**August 21, 2017 – April 13, 2019 (1.5 years)** Worked as EA to Dr. Neeta Bali, Director-Principal, **GD Goenka World School**, Sohna.

**Job Responsibility:**

- Dealing in high level administrative & secretarial support involving efficient handling of correspondence,
- Management of documents
- Screening telephone calls,
- Attending parents/visitors/clients.
- Dealing with Parents and Teachers and coordinating with Director-Principal.
- Coordinating Interviews
- Issuing letters/emails for Parents, Teachers and Students

**November 2008 – 16th June 2017 (9 Years)** a) Worked as Administrative Secretary, under the supervision of Dean of College of Medicine, **Prince Sattam Bin Abdulaziz University**, Al-Kharj, Saudi Arabia from November 2008 till June 16, 2017.

b) Worked under the direct supervision and guidance of Ex-Dean, Prof. Abdullah Al-Bekairi, **King Saud University** from November 2008 till April 2014.

**Job Responsibility:**

- Doing all administrative & secretarial work in the College of Medicine.
- Looking after the day-to-day working and coordinating with Faculty at the College and at the University hospital.
- Coordinating appointments.
- Prepares minutes of College meetings.
- Maintenance of all important and confidential files / documents.
- Collecting and collating data to prepare attendance of all students and preparing report accordingly.
- Sending fax, emails, scanning files/papers, surfing internet etc.
- Issuing letters & notices to faculty and other staff of the college.
- Handling Stationery and Office Administration.

**May 2005 – October 2008** Worked as Executive Secretary, under the direct supervision of Mr. Ravi Kalra, Segment Head - Compact Hydro, **Andritz-VA Tech Escher Wyss Flovel Pvt. Limited**, Prithla, Haryana, a leading global supplier of Electro-mechanical Equipment and Services (“Water to Wire”) for hydro power plants.

**July 2003 – May 2005** Worked as Secretary to Managing Director, under the direct supervision of Mr. Abhinav Sood, Managing Director, **AT Home India Pvt. Ltd.**, Okhla, New Delhi (Home Furnishing Export House)

**June 2000 – June 2003** Worked as Secretary to MD under direct supervision of Mrs. Mina Chawla, Managing Director, **Indian Handicrafts**, Nehru

Place, New Delhi (Govt. recognized Export House, one of the leading Export Houses in India)

**Dec 1998 - June 2000**

Worked with **The Ideal Office Publication**, CR Park, New Delhi for 1 & half Year from Dec. 98 to June 2000 as List Manager, responsibilities here include: -

**Job Responsibility:**

- Promoting different magazines published by the company to get new subscription
- Managing various lists, databases, updating the lists and doing data entry of the new incoming records
- Making new subscriptions, checking for subscription renewals
- Self-correspondence, maintaining personal and executive files,
- Arranging appointment and meeting and noting minutes of the meetings and other administrative work.

**Aug 1995 - July 1996**

Worked as a Restaurant Manager in Faridabad City Park (Town Park) for 1 year

**June 1994 - July 1995**

Worked with **Welcon India Pvt. Ltd.** for 1 year as Marketing Executive (Summer Job during graduation).

**Academic Qualifications**

**1997-1998**

Completed **Post Graduate diploma** in Computers Application from J L J Academy of Computer Technology, Faridabad.

**1991-1994**

Completed **Bachelor's Degree** in B. Com from Sri Aurobindo College, Delhi University

**1989-1991 (10<sup>th</sup> and 12<sup>th</sup>)**

Completed A.I.S.S.C.E., C.B.S.E. Board from Udaya Bharti Public School, Faridabad

**IT Skills**

- MS Office, Power Point, Mailing/Browsing.
- Typing Speed (Computer) : 60 w.p.m.
- Shorthand : Not Known (But I can take dictation in long hand)

**Extra-Curricular Activities**

Participated in Technical Exhibition held at Institute (JLJ, Faridabad).

Actively participated in various cultural/sports events held in school and College.

**Personal Details**

Father's Name : Shri Mahender Singh Arneja

Address : H.No. 667 / Sector 16, Faridabad– 121002,  
Haryana, India  
Mobile Number : Indian No. +91 9650598448 /  
Nigerian Number +2349087559922  
E-mail : carneja@gmail.com  
Date of Birth : 16th September 1972  
Nationality : Indian  
Gender : Male  
Marital Status : Married  
Language Known: English, Hindi, Punjabi  
Passport : Having valid Indian Passport

**CTC  
Salary Expected**

CTC 15 Lacs P.A.  
As per the Company / Organization Terms

**Notice Period**

2 Month (**already resigned**)

**Location (of the Job):**

Anywhere on the Globe

**Hobbies**

Reading, Listening to Music, Traveling

**References**

Can be provided when required

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Charanjit Arneja

Date: