**ChinkyDash**

[cdimagination@gmail.com](mailto:cdimagination@gmail.com), Current Location: Odisha, India

Driving License – India, UAE & Qatar

Languages – English, Hindi

Marital Status – Single, DOB: 20 Aug 1988

**Professional Summary**

Highly determined professional with 9 years of progressive experience in Executive Secretary, Office Administration & Document Control. I believe in performing, constructive approach, remain composed, take responsibility & reliable.

**Skills**

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| --- | --- |
| * Office Management skills * Communication skills * Calendar management, Meeting Coordination, Arrangements & Record Minutes * Letter/Memo Composition, Report Preparation * Travel arrangements * Attention to details | * Organisation skills * Document Management – QAQC, Aconex * MS Office applications * Flexible approach & Time management * Decision making skills * Handle multiple tasks, reliable |

**Work History**

Office Secretary - North Gate**, Qatar (02/2018 to 03/2020)**

* Assist Executive General Manager (EGM) in administrative tasks.
* Scheduling appointments & meetings, calendar management for EGM.
* Attending meetings, preparing minutes, distribution as directed & filling.
* Drafting letters, memos, correspondence as outlined by EGM.
* Gathering information and preparing various reports using MS Office applications as required.
* Maintain EGM office file system and records, ensure marked properly and retrieve as required.
* Support to Legal Dept: File Documentation of special companies/ partners/ internal documents. Some Letter/ Contract preparation as drafted/ guided by Contracts Manager. Ensure safe storage of decades files.
* Process incoming and outgoing consignments as assigned, coordinate with drivers and logistics service providers.
* Meet executives on behalf of EGM sometimes, business card exchange, brief discussion & report back to EGM.
* Answer & make phone calls on behalf of EGM.
* Reply to some emails on behalf of EGM as directed.
* Prepare purchase orders, cheque requests, travel forms.
* Coordinate special projects or research tasks as required.
* Day-to-day communication and coordination with department heads, co employees, vendors, general public to ensure EGM office tasks are completed efficiently & on time.
* Work collaboratively with Secretaries in a team environment and back up cover them during vacation/ leave.
* Ensure smooth running of EGM office, perform other administrative tasks of sensitive and confidential matters.

Executive Secretary – Al Sayyah & Sons Investments LLC, UAE (03/2015 to 03/2017)

* Scheduling meeting & calendar management on behalf of M.D. Keep him updated of day-to-day happenings.
* Attending meetings, doing minutes & distribution.
* File Document Control – administration, legal, some clients.
* Provided employee relation support for smooth operation of HR dept. in compliance with local labor law.
* Shortlist CVs of administration dept& send a recommended batch to Line Manager for interview.
* Processing joining formalities – induction, joining report, documentation, PRO coordination for visa, medical test, labor contract, etc & passing financial data/ documents to accounts dept.
* Preparing & maintaining employees file.
* Preparing & issuance of offer letters, contracts, forms, reports, etc.
* Tracking & processing vacation requests in line with depts working strategy.
* Monitoring employees’ attendance, update & pass related financial record to accounts dept.
* Handle labor, clerical, executive level employee issues/ facilitations. Oversee disciplinary measures.
* Processing employee cancellation in coordination with PRO & offer settlement to accounts dept.
* Safe keeping employees passport & monitoring the movement.
* Monitoring health insurance of employees, coordination with insurance company for issuance, renewal, lost replacement, claims made & the reimbursement.
* Coordination with travel agent for ticket issuance, etc. formalities for employees & Management.
* Preparing & maintaining files & records (hard copy & electronic filing system).
* Preparing letters, inter office memos, written records as required.

Executive Secretary to Managing Director-Loydence Academy UK Curriculum, **Qatar(01/2014 to 01/2015)**

* Meeting & greeting executives/ visiting guests as directed by M.D.
* Taking dictation, typing and letter draft, business correspondence, reply to mail on behalf of M.D.
* Ensuring daily diary commitments are managed effectively & setting reminders to M.D.
* Organising & scheduling meetings, appointments on behalf of M.D.
* Preparing agendas & documents for meeting, taking minutes & circulating as directed by M.D.
* Compiling information, preparing reports/ presentations using MS office applications.
* Receiving, directing & conveying messages and calls to M.D.
* Handle confidential correspondence of M.D
* Point of contact among executives, employees, clients, vendors, representing the M.D.
* Storing documents & records in computer &file documentation.
* Making travel arrangement & hotel booking as directed by MD.

**Support to HR dept:**

* Preparing documents to submit in Immigration, Labor office, Supreme Education of Council, Embassies, etc to get work permit for local & oversea employees.
* Coordination with PRO for timely submission of approval documents in Kahraama, Municipality, Immigration, Labor office, Chamber of Commerce, etc
* Preparing offer letter, employment contract & issuing the same.
* Updating & maintaining employee files.

Executive Secretary to General Manager- Mukalla Iron & Steel Company, **Yemen (07/2011 to 07/2013)**

* Meeting with delegates/ officials on behalf of General Manager.
* Taking dictation, typing & letter draft, business correspondence, replying to some mails on behalf of G.M.
* Setting reminders, quick brief of office matters to G.M.
* Scheduling meetings& appointments for G.M.
* Attending meetings, taking minutes & circulating as directed by G.M.
* Preparing reports/ presentations using MS office applications.
* Receiving calls to G.M. office, taking actions accordingly.
* Handle confidential correspondences/transactions of G.M. office
* Making travel arrangements for the G.M.
* Storing documents in computer& hard copy filing.
* Coordinating with internal colleagues and external parties for smooth run of G.M. office
* Handling petty cash, review invoice of GM special needs & submit to accounts for payment.
* Assisting in any other administrative & secretarial works as required by the G.M.

Executive Secretary to Director-Sagar Business Pvt Ltd, Tata Steel Ltd**, Odisha, India (05/2009 to 06/2011)**

* Answer and make phone calls for Director office, take appropriate actions.
* Scheduling meetings & appointments for Dir.
* Relay instructions & assignments to executives as directed by Dir. Coordinate with them and preparation of reports, presentations.
* Typing & letter drafts as dictated/ required.
* Maintaining confidentiality of matters of Dir.
* Making travel arrangements like ticket booking, visa application, hotel booking.
* File documentation of the works performed, reports, etc.
* Coordinating and communication for other office management activities.

**Education**

* Bachelor Degree **English Honours (distinction)** from Christ College, Utkal University **-** Odisha, India
* **10+2, Science stream** from ABIT Junior Science College, CHSE - Odisha, India
* **10thICSE Board** from New Stewart School - Odisha India

**computer literacy**

* Studied Diploma in Computer Applications
* Studied Diploma in Tally ERP 9.0
* Good user of MS Office applications, Outlook, Sharepoint, Aconex

**INTEREST**

• Photography

• Sports: Basketball [State Level Player]

Thank you