

Areas of Expertise

- Administrative Writing
- Reporting
- Verbal Communication
- Scheduling
- Travel Arrangement
- Pre-and Post-meeting arrangement.
- Management of Executive Agendas.

Education:

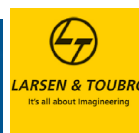
- PGDHRM, Symbiosis
- B.com, M.S. University

Seeking a position of **Executive Assistant to CFO/CEO/MD/Group Head/ Partner in any sector.**



JAYA CHANDWANI

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EXECUTIVE ASSISTANT – COO WITH CAREER SPANNING OF 13 YEARS

PROFILE HIGHLIGHTS

- ♦ 13 years' experience as an executive assistant in a fast-paced environment. Proven strong interpersonal and communication skills plus the ability to handle multiple tasks efficiently and accurately. A self-directed team player who is always willing to go the extra mile.
- ♦ Experienced in planning, organizing and problem-solving to complete multiple deadline-driven projects efficiently and on time. resourceful and trustworthy employee. Able to work under pressure and successfully deal with competing demands while maintaining complete confidentiality.

CAREER MILESTONES

Team Management & Strategic Planning

- ♦ Ensuring efficiency in operations and that the individual & group targets are met, by managing & monitoring the performance of team members.

Project Organization and Co-ordination

- ♦ Interface with Clients, accountants and internal departments.
- ♦ Management of administrative department teams and management of executive agendas.

Event Organization

- ♦ Planning of meetings, seminars, conferences (Video, Audio & Tele – Conferencing)
- ♦ Booking and management of national and international trips.
- ♦ Logistics & Budget Management.

WORK EXPERIENCE

ASTER DM HEALHCARE (October 2018 – March 2020) ***Career Progression: Executive Assistant – COO***

Responsibilities:

- ~ Maintain an accurate and detailed calendar for COO, manage and log incoming scheduling requests, re-schedule meetings upon request, proactively communicate changes, and anticipate and respond to scheduling conflicts
- ~ Track COO's tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments
- ~ Organize internal and external meeting for COO, including logistical and substantive preparation.
- ~ Manage all travel scheduling and arrangements
- ~ Track and reconcile monthly credit card statements and complete and submit expense reports in a timely manner
- ~ Ensure consistent and efficient interaction with other executive assistants across the organization; demonstrate poise and tact under pressure and handle matters with sound judgement and confidentiality
- ~ Provide special project leadership and support as needed.
- ~ Conduct preliminary research on a variety of topics; draft materials as needed
- ~ Perform any other relevant duties as assigned
- ~ To act as a 'gatekeeper' and manage the flow of contact to the Founder and COO, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters
- ~ To support the flow of communication from the COO and maintaining a coherent brand message across all communications.
- ~ To take minutes and monitor complex and sensitive actions for strategic groups, including but not limited to Shareholders and Directors of the Board, taking follow up action or advising of problems/delays as necessary
- ~ To provide an effective and supportive environment for the COO to carry out their duties
- ~ To build effective working relationships with key stakeholders, both internal and external
- ~ To build working relationships and effectively liaise with the pool of existing assistants across the campus

RAIS HASSAN SAADI GROUP (December 2015 – September 2018) ***Career Progression: Executive Assistant – GROUP CFO***

Responsibilities:

- ~ Managing appointments, follow-up actions and communicate agendas for meetings to concerned people
- ~ Assisting CFO by way of collecting, analyzing and reporting information MIS.
- ~ Compilation of data received from various Site / group of companies.
- ~ Facilitate smooth operational functioning of his office and coordination with the team in various communications & internal activities.
- ~ Record, Transcribe and distribute minutes of meetings.
- ~ Ensuring the CFO is reimbursed for all out of pocket expenses by the event organizer or the company and engaging with the Company's accountant regularly to ensure travel costs are claimed from the client.
- ~ Ensuring daily communication on the CFO's travel and scheduling requirements for that day and the upcoming week.
- ~ Ensuring that the CFO has data services and calendar access during all legs of travel internationally.
- ~ Following up with all Finance heads for reports, pending issues etc.
- ~ Managing CFO's projects relating to areas of work outside Company business e.g. NGO's and projects that the CFO is supporting and consultancy work being carried out in the CFO's individual capacity.
- ~ Indexation and filing of all the department related documents.
- ~ Assisted CFO in conducting Quarterly and Monthly reviews.
- ~ Making Payment Entries in Tally.
- ~ Preparing power point presentations.
- ~ Processing, replying to, and continuous follow up of to numerous email invitations for conference participation, speaking engagements, video recordings, interviews, telephone and conference calls, meetings with clients and partner organizations, etc.
- ~ Processing emails involves diarizing events, identifying conflicts in calendar planning, identifying fee paying engagements, entering into correspondence to plan the CFO's visit including the details of meal times and local logistics including conveyance/transport on the ground in various countries.

Linde Engineering India Pvt LTD, India (March 2014 – July 2015)
Career Progression: Executive Assistant - Project Head

Responsibilities:

- ~ Bookings for Official tours & maintaining records for the same.
- ~ Preparing manpower deployment chart (mobilization of employees at site)
- ~ Preparing expense statements, approval notes pertaining to project
- ~ Maintaining time sheet in SAP.
- ~ Preparing draft letters / circulars. Etc.
- ~ Preparation of MOM for internal review & business review meetings.
- ~ Section administration - PEP Input,
- ~ Leave approval in consultation of DH/SH,
- ~ Overtime approval in consultation of DH/SH,
- ~ Attendance regularization,
- ~ Updating capacity utilization report and Monthly director report,
- ~ Follow-up for IT, HR & Admin. issues,
- ~ Issue of access rights requests
- ~ Introduction of new joiners to the department
- ~ Time sheet/SAP report (general hours),
- ~ Maintenance of employee dossier
- ~ Request for off-day working and approval from DH/SH
- ~ Coordination with deputed employees for department requirements
- ~ Updating employee database
- ~ Birthday wish/motivating quote mails to employees, initiating employee engagement activities.
- ~ Preparation of Minutes of Meeting.
- ~ Travel request Approval of travel requests with information of DH/SH
- ~ Organizing travels (flight, hotel, agenda of travel and meetings) and travel clearance for DH/SH
- ~ Visa - Follow up of visas & Invitation letter for department members
- ~ IA request to Admin / Project Control
- ~ Stationery -Allocation of stationery to department members

LARSEN & TOUBRO LIMITED, Gujarat, India (June'2011 to Feb '14)
Career Progression: Executive Assistant – Project Director

Responsibilities:

- ~ Compiling commissioning Monthly Progress reports of project sites.
- ~ Preparing manpower deployment chart (mobilization of employees at site)
- ~ Maintaining asset records for project sites.
- ~ Preparing milestone calendar for major activities completed at site.
- ~ Bookings for Official tours & maintaining records for the same.
- ~ Maintaining data base for TAR forms and site posting letters.
- ~ Co coordinating for approvals of site expenses, SES, purchase requests, approval note & rent agreements.
- ~ Preparing Service Entry Sheets in SAP.
- ~ Maintaining data base for letters related to EPC.
- ~ Releasing purchase request in SAP.
- ~ Co- ordination & updating of database in PMT.
- ~ Sending greetings to employees on behalf of Project Director
- ~ Preparation & submission of EBC claims for PD
- ~ Preparation of tour summary reports pertaining to official tours of PD.
- ~ Preparing presentation for BRM & PRM meetings.
- ~ coordinating for competency and skill development calendar & organizing knowledge sharing sessions
- ~ Updating of MDCC master list using hyperlink.
- ~ Preparation of MOM for internal review & business review meetings.
- ~ Centralized coordinator for Project vendor invoice process flow.
- ~ Preparing draft letters / circulars. Etc.
- ~ preparing expense statements, approval notes pertaining to project
- ~ Adding & Releasing budget in SAP.

GAMMON INDIA LIMITED, Gujarat, India (June '2010 – June 2011)
Career Progression: Executive Assistant – General Manager

~ Responsibilities:

- ~ Responsible for upkeep of the GM office
- ~ Responsible for overall secretarial support to the GM's office viz; minutes of meeting, fax, email, etc. to manage the GM's appointment desk/ calendar
- ~ Internal & external liaison, coordinating all necessary office as well as business Transaction on behalf of the GM'S
- ~ Ensure utmost confidentiality and integrity of operations
- ~ Handle independent correspondence.
- ~ Manage data/ department filing/ document management
- ~ Handle work scheduling, scrutinizing of documents/ paper
- ~ Responsible for travel management of GM'S and research team
- ~ Coordinate with accounts for vouchers/ payments
- ~ Stationary management for the research & sales team
- ~ Organizing conferences/ presentations/ meetings
- ~ Coordination/ follow-up with Departments/ Branches for timely execution of tasks.
- ~ Preparing Reports/ MIS/ Presentations

20 MICRONS LIMITED Gujarat, India Aug '08 – June '10
Secretary - CEO

Responsibilities:

- ~ To Process the orders of customers.
- ~ To arrange the dispatch as per schedules mentioned in the order.
- ~ To Give Dispatch planning at plants all over India & Malaysia
- ~ To Provide dispatch details to the customers
- ~ To communicate with the customers.
- ~ To maintain dispatch registers.
- ~ To Prepare debit notes and credit notes of the customers as required
- ~ Travel Arrangements and Hotel Booking for senior management.
- ~ Monitoring the Admin Activities and Budgets.
- ~ To enter the customer information in ERP System.
- ~ To do necessary entries in Visual Trio System.
- ~ To prepare collection received reports.
- ~ To register the grades at concerned plants.
- ~ To Prepare Quotations
- ~ Prepare the MIS Reports for all Departments
- ~ Getting the MIS Reports from each department and analyzing the same
- ~ Studying the Budget Plan for all the departments
- ~ working in co-ordination with the Finance & credit control Team

Environmental Creation Pvt Ltd. Gujarat, India
Secretary to Construction Head

May '06 – July '08

~ Responsibilities:

- ~ Administration:
- ~ Co-ordinate the Administrative Activities / House Keeping
- ~ looking after Admin Activities like: AMC of Office Infrastructure
- ~ Purchases of Stationery Items at well negotiated prices.
- ~ Taking Care of Outsourced Xerox, Couriers, Payments of Vendors / Office Bills.
- ~ Handling Hotel Bookings / Travel Arrangements.
- ~ Printing of Visiting Cards / Stationery.
- ~ Maintaining Stock Register.
- ~ Handling Cash.
- ~ Purchase:
- ~ Arranging quotations from vendors for Computer, Printer, Pre-Requisite materials, Instruments, or Machines required for our site
- ~ coordinating for Technical scrutiny complying the requirement of our customer and arranging for comparative.
- ~ Negotiations: Primary negotiations with vendors for Technical and Commercial terms.
- ~ preparing of Purchase Orders in accordance with agreed terms and conditions & obtaining PO acceptance
- ~ Dispatches: Coordinating for in-time dispatches, arranging for transportation, etc.

- ~ Payment to Suppliers: In co-ordination with Accounts and Finance, arranging for payment to the suppliers after ensuring completion of all the necessary activities as per the agreed PO terms.

TRAININGS ATTENDED

- ♦ E-mail Etiquettes
- ♦ Self-Development
- ♦ Stress Management
- ♦ Time Management
- ♦ Sap

COMPUTER PROFICIENCY

- ♦ Word
- ♦ Excel,
- ♦ PowerPoint
- ♦ Outlook), &
- ♦ Other Office Routine Software, ERP SYSTEM, VISUAL XP TRIO, CRM, SAP, EALPS, PMT, Tally 9, Finman.
- ♦ Lotus Notes
- ♦ SAP

PERSONAL DOSSIER

- ♦ Linguistic Abilities: English, Hindi Marathi, Sindhi, Gujarati
- ♦ Hobbies : Reading, interacting with new people, music, traveling
- ♦ Marital status : Married
- ♦ Visa Status : Husband's Sponsorship
- ♦ U.A.E. Driving License Holder: Yes