

+919354375007

mansikashyap367@gmail.com

<https://www.linkedin.com/in/mansi-kashyap-b3b735231>

Mansi Kashyap

Executive Assistant to Director

SUMMARY

"Hardworking and enthusiastic individual with 6 years of experience looking for an Executive Assistant position. Where I can use my computer, communication, and organization provide a positive experience."

Dedicated administrative assistant possessing experience in handling administrative tasks such as screening calls, managing calendars, and making travel arrangements for top-level management to improve efficiency. Adept at communicating with all levels of employees while handling sensitive issues to de-escalate situations. Proficient in overhauling digital record-keeping to reduce data-retrieval time.

PROFESSIONAL EXPERIENCE

Front office executive

Apr 15- Jul 17

Krish Biomedicals company

Delhi

- Event coordination.
- Calendar management.
- Email management.
- Customer relationship management.
- Travel coordination.
- Meeting scheduling.
- Project management.
- Process improvement
- Microsoft office C suite

Front office executive

Jul '17 - Jan '20

Aashi pharma and surgicals company

Delhi

Experience in an administrative role reporting directly to senior management Experience in complex stakeholder management Experience in coordination of manager diary, email, and meetings Experience in collation, editing, and distribution of meeting papers and minutes. Answers phone calls, schedules meetings, and supports visitors. Sound experience in Microsoft Office Suite Experience using a Client Relations Manager system (CRM) to populate and update member and client information. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques. Provides information by answering questions and requests. Contributes to team effort by accomplishing related results as needed. Provide support and assistance with other duties as required by the HOD. Proficient time management and organizational skills. Proficiency in Microsoft Office programs, such as Outlook, Word, and Excel.

- Event coordination.
- Calendar management.
- Email management.
- Customer relationship management.
- Travel coordination.
- Meeting scheduling.
- Project management.
- Process improvement

Front office executive

Apr '21 - Mar '22

S N Service Enterprises

Delhi

Provides administrative support to ensure efficient operation of office. Answers phone calls schedules meetings and supports visitors. Carries out administrative duties such as filing typing copying binding scanning etc

- Completes operational requirements by scheduling and assigning administrative projects and expediting work results
- Makes travel arrangements as booking flights, cars, and hotel or restaurant reservations
- Exhibits polite and professional communication via phone, e-mail, and mail
- Supports team by performing tasks related to organization and strong communication

- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Contributes to team effort by accomplishing related results as needed

Executive Assistant to Director

Apr '23 - Present

Sachdeva New PT College

Delhi

Reading and analyzing incoming memos, and submissions, and distributing them as needed. Making travel arrangements for executives. Performing office duties that include ordering supplies and managing a records database. Experience as a virtual assistant. Opening, sorting, and distributing incoming faxes, emails, and other correspondence. Provide general administrative support. Excellent written and verbal communication skills Time-management skills Ability to pay attention to detail Organization Skills Ability to multitask Basic understanding of frequently used computer software and programs, such as Microsoft Office Interpersonal Skills Event coordination. Calendar management. Email management. Customer relationship management. Travel coordination. Meeting scheduling. Project management. Process improvement

- making cheques of the directors for their personal payments of credit cards,
- a cheque for college fund, making a salary of the staff,
- making insurance payments for the director's personal car,
- Preparing financial statements, reports, memos, invoices letters, and other documents. Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.

EDUCATION

10th class	May '11
Rajkiya Sarvodaya Kanya Vidhyalaya No-2 Delhi	Delhi
12th class	May '13
Sharda Public School	Rajasthan
Bachelor of Arts (English hons)	Jun '17
Zakir Husain Delhi College	Delhi
Russian language certificate	Oct '21
Slavonic Finno Ugrian Society (Delhi University)	Delhi

MISCELLANEOUS

Skills

Client information.

Video conferencing

Provides information by answering questions and requests. contributes to team effort by

Provide support and assistance with other duties as required by the head.

And distribution of meeting papers and minutes.

Provides information by answering questions and requests. contributes to team effort by

Accomplishing related results as needed.

Provide support and assistance with other duties as required by the head. proficient time

Copying binding scanning etc.

- provides information by answering questions and requests
- maintains supplies inventory by checking stock to determine inventory level, anticipating needed
- contributes to team effort by accomplishing related results as needed

Arrangements for executives.

- Supervised a team of 10 members to achieve the set target of compiling 500+ unsanctioned paperwork to maintain a proper record of documents
- Strategized and implemented new business procedures to grow company sales by 40% during the sales campaign
- making cheques of the directors for their personal payments of credit cards,
- a cheque for a college fund, making a salary of the staff,
- making insurance payments for the director's personal car,
- researching and conducting data to prepare documents for review and presentation by boards of Directors, committees, and executives.
- helping prepare for meetings.
- accurately recording minutes from meetings.

KEY SKILLS

financial statements
 bookkeeping
 administrative
 Process improvement
 Calendar management
 Client Relations
 CRM
 Customer relationship management
 editing
 Event coordination
 Meeting scheduling
 experiential
 filing
 Front Office
 administrative support
 general administrative support
 Greeting visitors
 faxes
 repairs
 preventive maintenance
 professional communication
 Project management
 management Experience
 Answering phones
 routing calls
 phone calls
 time management
 Time-management
 Travel coordination
 travel arrangements
 typing
 database
 Email management
 MS Excel
 Excel
 Microsoft Office
 Microsoft Office Suite
 Microsoft Office programs
 Microsoft Office
 Outlook
 Word
 presentation software
 computer software
 spreadsheets
 word processing