

DIVYA GABA

Date of Birth: September 17, 1989

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Nationality

– Indian

Current Location

– New Delhi, India

Indian Passport No

– T 1531741

Languages

– English, Hindi

HUMAN RESOURCE AND ADMINISTRATIVE MANAGER equipped with **12 Years** of extensive experience in coordinating events, organizing seminars, managing database, documentation, training and liasioning. Employs excellent leadership skills, administrative skills, multi-tasking strengths and versatile professional with excellent organizational skills



Experience

June 2011 to Present

Administrative Manager

DYNACOM TANKERS MGMT PVT LTD, New Delhi

- ✓ Organizing and Coordinate meetings, events, and conference calls and arrangement of meeting space.
- ✓ Capable of managing multiple task simuntaneously and meeting tight timelines
- ✓ Hiring, Training and Supervising small team of administrative staff.
- ✓ Maintaining liaison with Seafarers, Shipping Office, Foreign Delegates
- ✓ Ensuring compliance with documentation and record keeping in an effective manner.
- ✓ Set up travel arrangements and hotel accommodations.
- ✓ Plan, coordinate and manage all administrative procedures
- ✓ Helping Officers with VISA (US, Australian MCV) application & related issues
- ✓ Serving as liaison between senior management, colleagues and vendors to steamline flow of information

June 2008 to May 2011

Senior Coordinator

EWIT INFOTECH, New Delhi

- ✓ Managing a team of engineers for the servicing of customer's products.
- ✓ Monitor all incoming mails and calls,
- ✓ Handling complaint calls, client queries and allocating tasks to engineers.
- ✓ Regular follow up with engineers for servicing queries.
- ✓ Regular interaction with Old/ Reference/ Prospect Customers.
- ✓ Maintain inventories, office stationery and other equipment.
- ✓ Develop and manage office files, records and prepare file storage list to enable easy access to files

Education

Master of Business Administration (MBA) - HR – 2013

M.D.University.

Bachelor's Degree in Commerce (B.Com) – 2010

Periyar University.

Internship

- One year training in **Indian Overseas Bank** - Dec 2008 to Nov 2009
- Summer Internship in **Delhi State Cooperative Bank** – May –June 2006

Highlights

- Time Management and decision making
- Strong Interpersonal and communication skills
- Teamwork skills
- Ability to maintain confidentiality
- End to End management of office administration
- Advance computer skills in MS Office (Word, Excel)Suite
- Attention to detail

Interest Areas

Office Administration, Operations Management, Human Resource Management, Maintaining liaison with delegates, Coordination, Team building and supervision