

**Sujith Sadashivan Pillai**

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Result-oriented professional targeting career-enriching assignments as **Executive Assistant / Personal Assistant / HR Assistant / Secretarial Functions / General Administration** with a leading organisation of repute, preferably in **India & Overseas**

**PROFILE SUMMARY**

A competent professional with **over 6 years** of experience in **Personal Assistant to (Chief Executive Officer, Managing Director, Managing Director, General Manager), Executive Assistant, HR Assistant, Secretarial Functions, Operations & Administrative Functions and other allied functions.**

Experienced working with top management in **multi-national environme**nt with exposure of providing comprehensive support for **executive-level staff including** Travel Management, Calendar & Email Management, Answer and manage incoming calls, Receive and interact with incoming visitors, interact with external clients, Event & Meetings Arrangement, Internal & External Communication, delivered complete support including Office Administration, consolidating reports & managing essential tasks.

**Timely renewal** of official documents including Trade Licenses Chamber Certificate, Immigration card, Employee related records Online Visas New and Renewal processing and cancellation, Issuing offer letter, Health Insurance, General Insurance and vehicle renewals, etc.

**Proficient in maintaining records, writing the minutes of the meetings, corresponding** with external & internal clients & scheduling important meetings.

Excellence in managing day to day activities in co-ordination with internal / external departments for smooth functioning of the organization

**Skills in cross-functional coordination** with various departments for **processing of recruitments, documentation, expense management and expense reimbursements**

Proven skills in **relationship management, administration, management, leade**rship with a positive and learning attitude

Strong analytical, problem solving & organizational abilities with a flexible & detail oriented attitude.

**Due to Financial losses business wind up. Now looking for better opportunity.**

**CORE COMPETENCIES**

Online Visa New, Renewal and Cancellation

Issuing offer letter

Calendar & Email Management

Travel Management

Employee Engagement

Secretarial Operations

Office Administration

Event & Meetings Arrangement

Reports & Letters

Internal & External Communication

Liaison & Coordination

**SKILLS**

Communication Efficient Able to Build Relationships

Ability to Work Under Pressure Quick Learner Flexible

Loyal and Discreet (maintain confidentiality) Teamwork Responsible

**ACCOMPLISHMENTS**

Planned and organized events and fun activities such as **Birthday Celebrations, Festival Celebrations, Recreational Activities and so on** for employee engagement and other common celebrations

Utilized **internal company’s software** on a daily basis for fetching reports and other related activities

**WORK EXPERIENCE**

**Started Business (Family Business) August’15 to Mar’19**

**Executive Assistant to Managing Director & General Manager Sep’13 to Jun’15**

**Al-Mutawaa Trading Company L.L.C, (Division of M/s Suhail Bahwan Group Holdings), Muscat, Oman**

Screening Managing Director telephone calls, enquiries and requests, and handling them when appropriate and welcoming the Managing Director guests;

Liaising with clients, suppliers, advisors, intercompany directors and other staff;

Extensive diary management – Organizing and maintaining the Managing Director diary and making appointments;

Word processing, dealing with correspondence, writing emails/letters and corporate documentations, taking dictation, typing minutes and meeting reports;

Planning, organizing and attending meetings, and arranging business trips (including flights and accommodations), ensuring the Managing Director is well-prepared for meetings/business trips, preparing meeting agendas;

Preparing papers for meeting, taking action points and writing minutes;

Organizing travel and preparing complex travel itineraries;

Designing and producing documents, briefing papers, reports and presentations;

Organization of corporate & company entertainment, management meetings and events;

Devising and maintaining office systems, including data management, filing, etc.;

Processing Managing Director business expenses and other administrative items.

Conducting research;

Drafting communications on Managing Director behalf;

Conduct research on projects/companies/competitors/etc. As requested by the Managing Director.

Typing of routine correspondence and reports

Maintain the client database to ensure it is current and accurate.

Reception cover and backup support for Reception. To be competent in all reception duties in order to relieve when required i.e. Lunch breaks, leave and at any other times as and when necessary.

Diary Management, ensuring it is accurate, regularly updated and maintained to a high standard.

**PREVIOUS WORK EXPERIENCE**

**Personal Assistant to Admin. & Human Resource Manager Aug’12 to Feb’13**

**Awal Refrigeration & Air Conditioning Limited, Kingdom of Bahrain**

**Personal Assistant to Chief Executive Officer Mar’10 to Jan’12**

**Essar Information Technology Limited, Mumbai**

**Admin Executive to Administration Manager Mar’08 to Apr’09**

**Contract Advertising (I) Pvt. Ltd., Mumbai**

**Associate – Claim Processing May’06 to Nov’07 Paramount Health Care Pvt. Ltd., Mumbai**

**HR Assistant to Human Resource Manager Sep’05 to Dec’05**

**Essar Oil Pvt. Ltd., Mumbai**

**Office Assistant to Administration Manager Apr’04 to Sep’05**

**Win-Medicare Pct. Ltd. (Cosmetics Division), Mumbai**

**EDUCATION**

**Bachelors of Commerce** from Sikkim Manipal Open University in 2012

**12th** from Mumbai Board, Mumbai in 2004

**10th** from Mumbai Board, Mumbai in 2002

**IT SKILLS**

Outlook, Lotus Notes

Proficiency in MS-Office suite and other office management software

Other Internet Applications

**PERSONAL DETAILS**

**Date of Birth:** 30th August 1985

**Languages Known:** English, Hindi, Malayalam & Marathi

**Address:**  8th Cross Road. HBR Layout, 4th Block. Bangalore - 560043

**Passport Details:**  Z5453434 @ Mumbai, Maharashtra, India and Valid till 21-02-2029