



TANVI SHARMA

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Resourceful, motivated and result oriented professional Executive Assistant aiming to assist the Corporates of a leading reputed organization in attaining their goals along with organization's growth.

PROFILE SUMMARY

- A competent professional with experience in providing comprehensive support to C level executive/s.
- Adept at coordinating international travel, organizing meetings, following solid work ethics, skilled at multitasking and maintaining a strong attention to detail attitude.
- Proficient in coordinating with the internal/external departments to ensure smooth business operations.
- An effective communicator with excellent interpersonal, analytical & relationship management skills. Ensuring effective operations at all the time and maintaining proper decorum & discipline
- Gathering/ updating data to maintain departmental records and database.
- Capable of interfacing with numerous people at every level of a company.
- Organizational & planning skills. Project management.
- Problem analysis & solving skills. Confidentiality.
- Communication & presentation skills.
- Skilled in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
- Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
- Proactive with learning new tools and technologies.

WORK EXPERIENCE

LOHIA GROUP- KANPUR

Lohia Mechatronik Limited as Assistant Manager Executive Assistant to CEO (July'2020 - till date)

Lohia Corp Limited as Executive Assistant to the CTO (Aug'15 - June'2020)

- Manage the CTOs calendar meticulously and thoughtfully, coordinating all meetings and calls, including video conferencing and team events
- Manage all travel and expenses, ready to handle international itineraries and last-minute changes
- Liaise with executives to drive, create, and review correspondence, spreadsheets, slide decks, and meeting agendas
- Schedule meetings and travel itineraries at short notice.
- Remind CTO about various appointments/events to ensure attendance.
- Events and meeting management in terms of creating list of attendees, sending invites with the agenda, capturing minutes of meeting and disseminating MOM to the participants.
- Composing and preparing correspondence on behalf of CTO as when required and as guided.
- Create/amend PowerPoint presentation decks/reports for presentations and/or internal meetings.
- Collating reports and documents for weekly and monthly meetings as and when instructed coordinate with different teams to ensure deliverable due to the CTO reaches him on time.
- Prioritize and edit all incoming communication, compose responses or redirect as appropriate, alert where further action is required and prompt when due.

- Discretion, diplomacy, and excellent judgment; high degree of integrity when dealing with highly- sensitive and confidential material Administrative support to the CTO.
- Vendor management
- Inventory Management

IYOGI TECHNICAL SERVICES PVT LTD – GURGAON as Admin Team Leader for Corporate Floor (March 15- June’15)

- Taking care of the office administration.
- To ensure aesthetic upkeep of the corporate floor
- To ensure smooth functioning of office.
- Co-ordinate travel itineraries and administer the timely procurement of travel documentation.

BRANDSCAPES INDIA – NEW DELHI as Administration Executive (Feb’11 – Feb’14)

- Assisting HR administrative activities.
- Inter Departmental co-ordination and addressing queries.
- Co-operating with the Operational departments.
- Co-coordinating and negotiating with the vendors for operational supplies.
- Tracking PO/ bill invoices & payment to vendors on time.
- Transportation arrangements, Accommodation & Travel ticket booking.
- Client follow up, communication & correspondence records keeping.
- Complete files maintenance & Compiling various reports.
- Meeting & Event arrangements.
- Other admin related work & activities.
- Fielding telephone calls; receiving & directing visitors.
- Handle all incoming & outgoing mails/correspondence.
- Assist in the planning and preparation of meetings and conferences.
- Inventory Management

INDUSTRIAL TRAINING

OBEROI Group of Hotels – Raj Vilas (Jaipur) Oct 2008- March 2009

Detailed management & operations training in Core departments

- Front Office, Accommodation, Food & Beverage & Food Production.

I.T SKILLS

Proficient in- MS Office both in Windows & OS X;(Word, Excel, PowerPoint, Outlook). -iOS 8

CERTIFICATIONS

Successfully completed certified online courses in Microsoft Excel, Financial Accounting & Fundamentals of Digital Marketing.

EDUCATION

Graduated in BSc Hotel & Tourism Management from IHM, Jaipur 2010

Senior Secondary from GNMS, Kanpur, C.B.S.E. Board 2006

Higher Secondary from ICES, Kanpur, C.B.S.E. Board 2004

LINGUISTIC

Excellent command over English & Hindi language driven towards exceptional communication skills, telephone etiquettes and office communication management (Email, reports and presentation skills)

DECLARATION

This is hereby reinstated that all the information provided above is best to my knowledge and belief.

TANVI SHARMA

DATE & PLACE