

## **RESUME**

**JYOTI GOEL**

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### **OBJECTIVE**

A challenging position in a professional organization where I can enhance my skills & strength in conjunction with the company's goal & object, and to obtain a challenging position that offers the opportunity for the growth and professional advancement that will enable me to utilize and expand my communication skills and interpersonal skills.

### **WORK EXPERIENCE**

➤ **(August 2019 to Till date)**

Working as **Executive Assistant to Managing Director & Directors along with the responsibility as a Coordinator for various Projects.**

**Company Profile : Star Wire (India) Ltd.** Star Wire (India) Limited, one of the leading Mini Steel Plant is engaged in the manufacturing of Alloy Steels, Stainless Steel and Special Steels for diversified engineering application in shape of castings, forging and rolled products. Plant is fully equipped with modern equipment's and testing facilities which have created confidence and ability for manufacturing various sophisticated grades of steel conforming to international and National standards. It has its own research and development center to facilitate the manufacturing activities and also catering to engineering and manufacturing industries for failure analysis and other analytical activities..

- Assists the MD and Director with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports. Look after all his personal work;
- Rich experience in Google, task follow ups, delegation sheets and google sheets
- Arranging all online meetings with Govt. officials, internal and external on different platforms
- Works directly with the Board Executive and Finance Committees.
- Works directly with senior level staff and HR both internally and externally.
- composing and preparing correspondence;
- Arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Communicates with the general staff on the MD's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings;
- Follow up with Production head and other Factory Staff for data collection;
- prepare Various MIS reports related to Production, Marketing and Collection;

- Administratively supports all department (documents formatting, surveys set up and other administrative tasks), drafts emails;
- Handle all query of all organization related to Administration;
- Organize a filing system for important and confidential company documents
- Maintain and update company databases for Marketing Team and for all other department
- Provide assistance as needed to front desk operations to include but is not limited to, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests.

#### **Job Responsibilities as Project Coordinator:**

- Create project schedules that include costing and manpower needs to be submitted to management
- Assist in documenting project phases and creating summary reports for company management
- Monitoring the daily progress of projects
- Ensuring team members have the supplies and resources they need to complete their assigned tasks on time
- Break projects into doable actions and set timeframes Act as the point of contact and communicate project status to all participants;
- All other follow ups related to Projects.

#### **➤ (March 2016 to Aug 2019)**

Working as **Executive Secretary to Managing Director.**

**Company Profile :** **M/s Ajay Industrial Corporation Ltd.** Since 1961 ISO/TS 16949:2009 Certified, a subsidiary of Ajay Pipes India Pvt Ltd –New Delhi, Headquarter AICL Group. AICL Manufacturing High Quality PVC, CPVC, UPVC Pipes and Lead Tube Light and Main Pipe. The Quality is based on long term investments in scientific research, product development on the use of state of art manufacturing equipment. Company engaged in manufacturing of Friction Pipes and Main Pipes and Lead Tube Light and Drain Water Pumps the major customer is **Osram, Philips, Havel's** etc. It deals in Domestic and as well as Export in African Country i.e. Kenya, Uganda, DRC, Bangladesh. Etc.

- ❖ Maintain highly sensitive and confidential information in a discreet and appropriate manner.
- ❖ Coordinating and prioritizing the daily activities of the MD & his Calendar Management.
- ❖ **Independently manage internal communication and drafting of business correspondence on behalf of the MD.**
- ❖ **Attending all meeting and Preparation of MOM, send to related person, keep follow up.**

- ❖ Coordinate with all departments for input on google sheets.
- ❖ Coordinate with all plants for weekly review with MD.
- ❖ Processing of Visas in line with the travel arrangement - booking of flight tickets & hotel room
- ❖ Tracking of Plan vs. Actual.
- ❖ Coordinating with the marketing and sales departments an ensure timely despatch in all Depot and Zonal and Regional Office across the country.
- ❖ Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, Co-workers and subordinates by telephone, in written form, e-mail, or in person.
- ❖ Arrange all documentation related to abroad travel like Processing of Visa, Prepare itinerary according their travel and all other necessary arrangements.
- ❖ Communicates with the general staff on the MD's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings;
- ❖ Follow up with Production head and other Factory Staff for data collection;
- ❖ prepare Various MIS reports related to Production, Marketing and Collection;
- ❖ Organize a filing system for important and confidential company documents
- ❖ Maintain and update company databases for Marketing Team and for all other department
- ❖ Establish proper Co-ordination among the department.
- ❖ Keep a check on credit card bills, travel bills & other payments of MD.
- ❖ Internet surfing and provide necessary information , explaining appropriate work instructions and following up on assignments
- ❖ Collecting the information's and pricelists of competitors and preparing comparison of Price List..
- ❖ Travel arrangements and backend support to Two Presidents of Sales and Marketing.

➤ **(January 2015 to March 2016)**

Worked as **Sr. Executive Secretary to CM (Chairman) in Crystal Crop Protection Ltd.**

**Company Profile:** Crystal Group is a 34 year old company. Crystal engages in the technical manufacturing, formulation and marketing of agrochemical products – Insecticides, Fungicides, Herbicides, Plant Growth Regulators / Micro Nutrients.

**Key Result Areas:**

- ❖ **Calendar Management**
- ❖ Coordinating and prioritizing the daily activities of the CM.
- ❖ Update personal/official diary with contacts consistently.
- ❖ Maintain highly sensitive and confidential information in a discreet and appropriate manner.
- ❖ **Independently manage internal communication and drafting of business correspondence on behalf of the CM.**
- ❖ Attending all meeting and Preparation of MOM, send to related person, keep follow up.
- ❖ **Maintain all Social Circle activity and arrange all outdoor meetings for CM.**
- ❖ Screening telephone calls and transferring relevant to CM.
- ❖ Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, Co-workers and subordinates by telephone, in written form, e-mail, or in person.

- ❖ Arrange all documentation related to abroad travel like Processing of Visa, Prepare itinerary according their travel and all other necessary arrangements.
- ❖ Processing of Visas in line with the travel arrangement
- ❖ Travel arrangements - booking of flight tickets & hotel room.
- ❖ Arranging meetings & fixing up appointments with customers, vendor and guests.
- ❖ Sorting and prioritizing email and routing for prompt action on daily basis.
- ❖ Establish proper Co-ordination among the department.
- ❖ Keep a check on credit card bills, travel bills & other payments of CM.
- ❖ Organize all event and other programme in the organization ex. Farewell or any Festival Function.

➤ **(July 2011 to January 2015)**

Worked as **Executive Secretary to Sr. Vice President (QA & Engineering) and COO of O&M** in Moserbaer Power (Madhya Pradesh) Ltd., New Delhi.

**Company Profile:** **MOSERBAER POWER (MADHYA PRADESH) LTD**, the flagship company of Moserbaer Group. **Moserbaer Power (Madhya Pradesh) Ltd**, was incorporated with the vision to become a leading energy developer in India. It is one of the fastest growing Integrated Power companies in India, operating across a synergetic span of verticals comprising Power Generation, EPC, Development and Renewable (Solar).

Key Result Areas:

- ❖ **All secretarial job** Calendar Management, Coordinating the daily activities and maintain highly confidential information in appropriate manner,
- ❖ Communicate with China Embassy for Visa for all concerned employee of our organization. Processing of Visas in line with the travel arrangement
- ❖ Maintain his travel bill, update his account detail like balance, payable amount, receivable amount etc.
- ❖ Communicate with internal and external associates for meeting and Conference.
- ❖ Maintain all documentation for all team members.
- ❖ Arrange all documentation related to abroad travel like Processing of Visa, Prepare itinerary according their travel and all other necessary arrangements.
- ❖ Travel arrangements - booking of flight tickets & hotel room.
- ❖ Sorting and prioritizing email and routing for prompt action on daily basis.
- ❖ Establish proper Co-ordination among the department.
- ❖ Keep a check on credit card bills, travel bills & other payments of EVP.

Additional Job Responsibilities

- ❖ Follow up with Vendor for Inspection Call and Despatch of material.
- ❖ Float Enquiry to Vendor
- ❖ After receipt of offer, making comparative and place the order to vendor after negotiation and commercial discussion.
- ❖ Making Purchase Order, maintain all bills of contractors, Presentation and Reports.

➤ **(December 2008 to July 2011)**

Worked as **Executive Assistant to Vice President cum Purchase coordinator in** Energo Engineering Projects Ltd in Delhi.

**Company Profile:** **Energo Engineering projects Limited**, the flagship company of Energo Group, was founded in 1987. It is a reputed Engineering and Manufacturing concern, involved in the design and supply of equipment used in Power Plants and Industries with a special focus on Material Handling Systems. Energo belongs to Ash & Coal handling plant.

- Follow up with Vendor for Drawing, QAP, Material readiness status, Inspection Call and Despatch of material.
- Interaction with New Vendor for Vendor Development.
- Follow up with customer/Client for Material Despatch at Site.
- Float Enquiry to Vendor
- After receipt of offer, making comparative and place the order to vendor after negotiation and commercial discussion.
- Making Presentation and Reports.
- Making Purchase Order, maintain all bills of contractors.
- Assist to Vice President and Associate Vice President
- Draft letter and correspondence independently with Customers.
- Keep record of Road Permit and track of dispatch material at site.
- Making weekly report of department for Board of Directors Meeting.

➤ **(March 2007 to November 2008 )**

Worked with **Maruti Service Masters** (Okhla-II) as Customer Care Officer.

**Company Profile:** Worked with **MARUTI SERVICE MASTERS** (A joint venture of Maruti Udyog Ltd., Sumitomo Corporation and Maruti Countrywide) as customer care officer (Okhla-II). **MARUTI SERVICE MASTER** is concerning with all the services, body repairs, spare parts & accessories, sale & purchase of old Cars (Maruti True Value) & other repair works. Maintain the Files for Various sites.

- Maintain monthly productivity report.
- Making analysis report of daily follow-up of all special customers & general customers.
- Handle Customer complaints regarding their vehicle post service performance.
- Coordination amongst all the Telecallers to get the maximum number of feedback.
- To resolve the complaints of the customer regarding their vehicle through Proper channel.
- To make the MIS and Presentation for the weekly basis productivity.

➤ **Experience of one and half years as a Front Office Executive with XENTA QSYS (German Tech.) since July 2004.**

**ACADEMIC QUALIFICATION**

- Higher Secondary from C.B.S.E(2000)
- Senior Secondary from C.B.S.E(2002)
- Graduate with (OMSP) from Mata Sundari College, Delhi University(2005)

### **PROFESSION QUALIFICATION**

- Degree course in Office Management & Secretarial Practice
- Typing Speed 80 W.P.M.
- Computer knowledge of Basics, Ms-Office, Internet, Automate and **DMS**
- Well versed in Windows-2003,2007

### **POSITIVE POINTS:**

- Very professional and dedicated to my assign work.
- Honest, Multi tasking role. Good grasping Power

I hereby declare that the information given above is true to best of my knowledge. If given a chance, I will try my best to come true to your aspiration.

### **PERSONAL DETAILS**

Father's Name	- Sh. Krishan Kumar Goel
Date of Birth	- 30 <sup>th</sup> September, 1985
Marital status	- Married
Nationality	- Indian
Language known	- Hindi, English
Hobbies	- Cooking, Net Surfing

DATE:

PLACE: Delhi

(Signature)