**Renuka Gaur**

Delhi - [7838464421] [gaur.renuka@gmail.com]

**An Executive Secretary with over Ten years** in assisting top management, general office administration, executive travel arrangements, hospitality arrangements, upkeeping of corporate look with:

**Proficiency Forte**

* Managing facilities, security activities in the organization; ensuring availability of stationery and other essential items.

**General Administration**

**Facility Management**

**Travel Management**

**Infrastructure Management**

**Coordination**

**Event Management**

**Documentation**

**Transportation**

**Team Management**

* Co-ordination in between the Department and MD’s Office, taking care of Board of Directors meeting.
* Maintaining relationships with air, hotel and car vendors, while benchmarking discount programs against industry best practices and negotiating most favourable rates for overall discounts.
* Arranging air, car and hotel reservations for senior executives.
* Coordinating with travel desk for visa / air tickets / hotel / immigration/work permit and ensure everything in order.
* Accountable for every logistical elements of event, food and beverages, room set-ups, audio visuals, entertainment, etc.
* Handling supplier relationship & spend management.
* Exceptional typing speed of 75 wpm and short hand speed of 85 wpm.
* Remarkable knowledge of human resource practices

**Key personal strengths:**

 Responsible and Organized  Multi cultural personality

 Versatile and Adaptable  Good listener and quick learner

 Independent and Resourceful  Honesty and Integrity

**Work Experience:**

**SMC Global Securities Limited Sep, 2010 to till date**

**Position:** Executive Assistant to Chairman & Vice- Chairman

(Mr. Subhash Chand Aggarwal & Mr. Mahesh Chand Gupta)

**Company Profile**: SMC incorporated in the year 1994, SMC is a diversified financial services company. SMC offers institutional and retail brokerage of equities, commodities, currency, derivatives and online trading along with investment banking, depository services, clearing services, distribution of IPOs, mutual funds & fixed deposits, insurance broking, portfolio & wealth management, real estate advisory and financing services. Customer base of over 7.5 Lakh retail & HNI customers

**Responsibilities:**

* Assisting the Chairman & Vice-Chairman in his day-today tasks/ Executive secretarial tasks
* Database & filing management activities for senior executives.
* Procurement of top management stationary/ IT gadget related requirements
* Routine top executive management related correspondence
* Arranging local, regional & international meetings
* Executive Email management (sorting & distribution for Director)
* VIP travel/ hotel/ domestic, international air travel bookings/ Airport pick-up/drops globally
* Travel arrangement for Senior Executives along with visas, foreign exchange related matters
* Co-ordinating the relocation of Management staff & their families.
* High profile hospitality management
* Compose letters and memoranda in response to incoming mail and calls.
* Prepare agenda and collect materials for meetings, speeches, and conferences; take minutes and keep records of proceedings as required.

**Summit Advisors Private Limited Mar’ 2008 till Sep’ 2010**

**Position:** Executive Assistant to Director (Mr. Chander Mohan Sawhney)

**Responsibilities:** Report directly to Director, CEO and the CFO with full administrative support. Coordinate office management activities for the executive. Assist in preparation of the office budget. Attend meetings as executive's representative; report on proceedings. Compile and maintain records, statistical information, and reports. Participate in and coordinate committees and task forces, as assigned. Establish and maintain various filing and records management systems. Make domestic and foreign travel arrangements; prepare itineraries; prepare and compile travel vouchers, maintain all travel records.

**VIAN Infrastructure Limited May’ 2006 till Mar’ 2008**

**Position:** Personal Secretary to Director

**Responsibilities:**

Same as above

**Advance Ventilation Private Limited July’ 2004 till Mar’ 2006**

**Position:** Secretary to Director

**Responsibilities:**

Same as above

**Educational & other qualifications:**

* Bachelor’s Degree in Commerce from Laxmi Bai College, Delhi
* Diploma in Secretarial Practice Course from Y.W.C.A.
* MBA – HR from Sikkim Mahipal University, Delhi
* Certificate in MS Office from Aptech Computer Education.
* One Year Computer Course from New Horizons in Y.W.C.A.

**Key Skills:**

**Personal Skills** – Effective listener, articulate communication, strong analytical skills. Multi-tasking self starter with a high degree of energy and initiative, excellent people skills coupled with a strong commitment to the task at hand, Systematic, Organized and Consistent, Strong Co-ordination and Organizational capabilities.

**Technical Skills** – Proficient with Microsoft Office System (Microsoft Word, Microsoft Excel, Microsoft Power Point)

**Personal Details:**

* Date of Birth : 07.04.1985
* Marital Status : Married
* Language Known : English, Hindi
* Address : Flat No. 15D, 3rd Floor, Surya Apartments, DC Chowk,

Sector – 13, Rohini, New Delhi - 110005.