

# Curriculum Vitae

## Rishika



### CAREER OBJECTIVE

Play a key role in an established business utilising my skills & proficiency to the utmost intensity within multifaceted environments. I seek placement offering incessant variety, challenges & opportunities of self-evaluation & self-improvement

### WORK EXPERIENCE

As a Personal Assistant, I have worked closely with Directors and Chairman to help manage their workload.	
	Relieve Chairman of routine & repetitive office tasks. Keep all background information readily available for use by Chairman.
	Follow up with various departments and agencies on tasks handed over by Chairman
	Assist Chairman to plan his and his family & friends travel and other commitments more efficiently.
	Coordinate Chairman with analysis of business data and making relevant presentations
	Set reminders of Birthdays and events. Maintain contacts with VVIP's.
	Maintain cash flow at Chairman's residence and supervise housekeeping and his staff.
	Ensure validity of passports, visas, club memberships
	Issue directives on behalf of the Chairman to the relevant Managers and Division Heads
	Arrange, Reserve and Invite Chairman's guest's for lunch/dinner
	Involve in Chairman's regular support for causes. Execute Chairman's thought for the day programme
	Ensure confidentiality at all times
Administratively, I have been able to contribute in multinational organisations, whereby I've witnessed substantial growth.	
	Self-correspondence & issuances of letters/faxes/emails/memorandums & other contractual documents.
	Establish systematic and effective document work flow and Supervise classified electronic and physical records of all correspondences, couriers and mails.
	Handle Inventory & Procurement of office supplies, monitor individual fuel consumption & control over office expenses.
	Direct contact and coordination with customers/suppliers/tenants and accordingly settle queries.
	Extensively be involved in regular staff meetings / training / orientation required to enhance company policies relating to general administration/accounts/health & safety.
	Volunteered & Coordinated in exhibitions / product launches / seminars and trainings within multicultural environments and various Government Bodies.
	Staff Management: recruit, monitor and assign administration assistants (document controllers, receptionists, office assistants, and drivers) in their daily activities.
	Maintain Records of Personnel such as: Date of Joining, Vacations & Daily / Weekly attendances.
	Ensure smooth operations of airport transfers, staff transportation, deliveries and pickups.
	Administer schedules, appointments, business meetings and conferences. Set reminders. Arrange Visa's, Organise Itinerary, Arrange travel, MARHABA (meet & greet service) and Hotel bookings.
	Surfing the World Wide Web to source out details of dealers / vendors / suppliers / manufacturers / agents required for different divisions.
Project-wise I have added value in day to day operations whereby my varied yet in-depth tasks involved :	
	Create multi-user document/ drawing retrieval environment. Designed various templates that have proved to be beneficial over the span of the projects. Maintain classified electronic & physical records of all correspondences & mails as per job codes.
	Monitoring the workflow of the document controllers & validating insurance and changing orders
	Compilation of the Contract Documents drawn for similar projects. Provide integral support to the QA/QC management in formatting and implementation of documentation, procedures and handbooks for achievement of ISO certification.
	Follow up with Contractors for their input on periodic reports. Assist Senior Clerk of Works in generating Snags/Desnag & various other reports of all areas of the project and process them to respective contractors.
	Coordination and Distribution of minutes of meeting, regularly and on time.
	Assist the Interior Design team in their appointments and dealings with the suppliers. Liaison with Head Office, Site Office, Clients, Project Management and Contractors at all levels.
	Assist & Provide extensive Secretarial & Administrative support to the Chairman/Managers/Division Heads of Sales & Marketing, Finance, Human Resources & Project Directors in their day-to-day operations within the following organisations:



Employers	Position Held	Employment Period
Sanda Wellness Wellness - UK & India	PA-Chairman	December 2009- May 2010
Watson Wyatt Worldwide HCG & Employee Benefits Division -Mumbai, India	Executive Assistant	September 2009- October 2009
Al Nisr Publishing Gulf News, Dubai – U.A.E	PA-Editor in Chief	September 2007- September 2008
Veolia Water Systems French water treatment, Dubai – U.A.E	Project Secretary (Burj Dubai)	February 2007- September 2007
Holford Associates Architects & Planning Consultants , Dubai – U.A.E	Project Secretary (Mall of the Emirates)	October 2002 - April 2006
Al Hosani Group of Companies Diversified Business Activities, Dubai – U.A.E	PA-Chairman/Administrator	November 1997 - November 2000
Gulf & World Traders Medical & Equipment Suppliers, Dubai – U.A.E	Division Secretary	May 1995 - October 1997
Zarco Foodstuff Division of Al Zarooni Group, Dubai – U.A.E	Executive Secretary	September 1994- May 1995

### SIGNIFICANT ORGANISATIONAL STRENGTHS (PRISM FACILITATED)

▶ Hard Working and Initiative Approach & Innovative Problem Solver	▶ Strong Interpersonal Skills & a Good Listener
▶ Prioritise Workflow Tactfully.	▶ Observant and a Good Listener.
▶ Creative and Clear Thinking Attitude.	▶ Have an apt for Asking Questions.
▶ Persuasive, Convincing & a Motivational Nature with Effective Team Spirit	▶ Value and Administer Discipline.


### EDUCATION

- ▶ N.O.S. Delhi University, Delhi – India 1993 to 1994  
Passed Higher Secondary(CBSE, Delhi Board) via correspondence. Subjects: English, Hindi, Mathematics, Commerce, Economics

### QUALIFICATIONS

- ▶ Nadia's Training Institute, Dubai – U.A.E.  
Trained & Certified -Pitman's Secretarial skills & English Typing (52-58 wpm) Certificates attained: Word Perfect, MS Word for Windows, D Base III and Lotus 123. I am also acquainted with MS PowerPoint, MS Excel, Lotus AmiPro and Freelance Graphics
- ▶ Avery Dennison, Dubai - U.A.E.  
Certified for one-day-training on Avery @ Microsoft Applications
- ▶ Projacs Project Management & Control, Dubai - U.A.E.  
On job training & experience on Primavera Expedition
- ▶ Deira Computer Land's Secretaries Training Week, Dubai - U.A.E.  
Certified Training on Travel Arrangement & Destination Management, Business Correspondence, Communication Skills, Customer Service & Stress Management at Work through Yoga.

### PERSONAL INFORMATION

- ▶ Date Of Birth : 03 October 1976
- ▶ Languages : English, Hindi, Gujrati, Sindhi, Punjabi, Urdu and basic knowledge of Arabic
- ▶ Contact Details : 091 98 33 24 27 61  rishika347@gmail.com (e-mail)
- ▶ Network Profiles :  Linked in : <http://www.linkedin.com/in/rishika347>
- ▶ Address : A-601, Kamlesh Apartments, Sher-e-Punjab Colony, Andheri – East, Mumbai 400 093