

MEDHAWANI ZUTSHI

Executive Assistant

Technologically savvy and goal oriented Administrative Assistant. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing task independently.

+91-0-9899919397/8375995224  medhawani.1990@gmail.com  H.No 1376/14, Faridabad

AREAS OF EXPERTISE

Billing & Collection Follow-up

MIS Report & PPT

Coordination with Customer

Efficient Calendar Management

Schedule Management

Influential Negotiation Skill

EDUCATIONAL QUALIFICATION

- B. Com from Maharishi Dayanand University Rohtak
- 12th from H.B.S.E, Bhiwani.
- 10th from H.B.S.E, Bhiwani.

PROFESSIONAL EXPERIENCE

Assistant Manager
Webtech Engineering Pvt. Ltd (Oct-20 To Present)

Responsibilities

- Preparing MIS Reports & PPT.
- Maintaining Outstanding Report & Follow-up for Payment.
- Preparing Performa Invoice & Bills.
- Managing the day-to-day operations of the office
- Planning and scheduling meetings and appointments
- Managing projects and conducting research
- Making travel and guest arrangements
- Providing quality customer service
- Working in a professional environment

PREVIOUS EXPERIENCE

Executive Assistant to CGM of Marketing.
Escorts LTD (Railway Division) Apr-16 to Oct-20.

Responsibilities

- Execute various administrative task, Including travel arrangements,
- Submission of Expense report, and other correspondence.
- Follow attainable project timeline and keep team on task to complete milestone according to schedule.
- Monitoring a reporting manager's email and responding if required.
- Ensured follow- through of all discussed item in meetings, which updates being incorporated into report.

- ☐ Organizing and planning meetings.
- ☐ Taking notes and writing minutes during meetings.

Additional Responsibility

- ☐ Follow-up with Zone (West) for Modification Advice.
- ☐ Follow-up with Zone (West) for Material Urgency.
- ☐ Making Bill for Payment Collection for Railways.
- ☐ Making Orders in Oracle.
- ☐ Follow-up with Zone (West) for Outstanding

PREVIOUS EXPERIENCE

Assistant Manager
Webtech Engineering Pvt. Ltd
Jan-2013 To Apr-2016.

- ☐ Managing the day-to-day operations of the office
- ☐ Organizing and maintaining files and records
- ☐ Planning and scheduling meetings and appointments
- ☐ Managing projects and conducting research
- ☐ Preparing and editing correspondence, reports, and presentations
- ☐ Making travel and guest arrangements
- ☐ Providing quality customer service
- ☐ Working in a professional environment
- ☐ Day to Day Calendar Maintains

PREVIOUS EXPERIENCE

Senior Executive
Lenergzer (Time Job)
Apr-2011 To Jan-2013.

- ☐ Managing Collection Record.
- ☐ Making MIS Report.
- ☐ Planning and scheduling meetings and appointments
- ☐ Deal with Customer for generate sale.

STRENGTH

- ☐ Friendly Behavior.
- ☐ Positive attitude.
- ☐ Capacity to do hard work
- ☐ Self-Dependent

TECHNICAL SKILL

Microsoft Office (Word, Excel, Outlook, Access, Power Point)

Oracle Software

PERSONAL DOSSIER

☐	Father's Name	:	Sh. Swatanter Kumar Zutshi
☐	Date of Birth	:	20 Nov. 1990
☐	Languages Known	:	Hindi & English
☐	Notice Period	:	30 Days
☐	Expected Salary	:	Negotiable

Place : Faridabad

Date :

(Medhawani Zutshi)