

XXXXXXXXXX

Mob: +91 xxxxxxxxxxxx | Email: xxxxxxxx | Current Location: xxxxxxxxxxxx

LinkedIn: xxxxxxxxxxxx

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## EXECUTIVE ASSISTANT TO C-SUITE LEADERS

*Administration | Global Project Management | Coaching & Mentoring | CSR*

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A self motivated and multi-task oriented professional with over 15 years of experience in assisting C-suite leaders across diverse industries like Education, Banking, Mining, and Manufacturing etc. Have expertise in providing excellent administrative support, global project management support, data analytics & reporting, and managing CSR portfolio. Skilled in interpersonal relations, coaching & mentoring the new hires and advanced business communication.

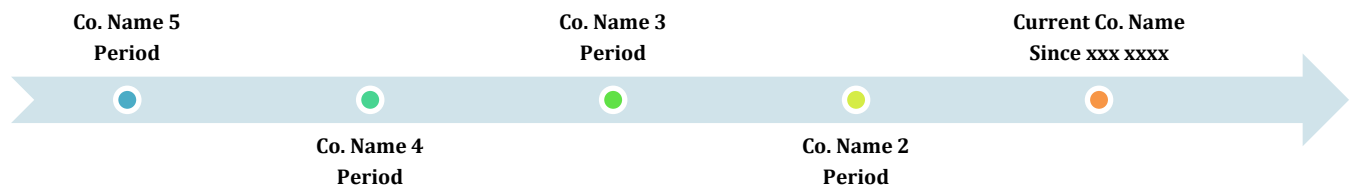
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## SKILLS & COMPETENCIES

General Administration | Data Analytics & Reporting | Logistics Management | Project Management |  
CSR | Office Management | Communication & Presentation | Relationship Management

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## CAREER TIMELINE



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## EXPERIENCE DETAILS

### Current Co. Name xxx | Executive Assistant | Since xxx xxxx

- Joined Rio-Tinto India as Personal Assistant and promoted to Executive assistant after 1 year
- Assisting the C-Suite Leaders in the Health and Safety function for Business and Logistics
- Responsible for CSR function of Rio Tinto India
- Have been an active member of Project for managing the internal consultancy of Rio
- Managing the cost allocation, accesses, recharging, on-boarding and reporting

### Co. Name 2 xxx | Executive Assistant | xxx xxxx – xxx xxxx

- Managed Branch Banking Head's Office which was responsible for 480 branches in the northern territory
- Effectively managed escalated and regular customer complaints for the North Region
- Prepared multiple branch
- Coordinated with Corporate Head Office for Resolution of Audit and issues of branches
- Consolidated, presented & prepared promotion data on-time

### Prior Experience:

- Co. Name 3 xxxx as Executive Assistant from xxx xxxx to xxx xxxx
- Co. Name 4 xxxx as Secretary to the Admissions Director & Human Resources Office from xxx xxxx to xxx xxxx
- Co. Name 5 xxxx as Senior Customer Care Executive from xxx xxxx to xxx xxxx

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## EDUCATION AND VALUE ADDITION

- Masters of Commerce from Kanpur University, India in xxxx
- Bachelors of Commerce from Kanpur University, India in xxxx
- Certified on Lean Six sigma at xxxx