# RESUME

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## OBJECTIVE:

To serve the organisation with utmost professionalism, dedication and integrity. To contribute to the growth of the organization accomplishing company targets and also to the satisfaction of my seniors. To find a challenging position to meet my competencies, skills, education and experience.

## EXPERIENCE SUMMARY

## Since Aug 2021

## Betul Oil Limited

## It is business of solvent extraction, refining of edible oils, oil seed development, and manufacture of animal feeds and trading of de-oiled cakes. India’s leading integrated processor of soybean and sunflower seeds with an edible oil refining capacity of 370 TPD.

## Job Profile

## Acting as a first point of contact: dealing with correspondence and phone calls

## Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive

## Booking and arranging travel, transport and accommodation

## Organizing events and conferences

## Reminding of important tasks and deadlines

## Typing, compiling and preparing reports, presentations and correspondence

## Managing databases and filing systems

## Implementing and maintaining procedures/administrative systems

## Liaising with staff, suppliers and clients

## Collating and filing expenses

## Miscellaneous expenses of drivers

**Nov 2019 – July 2021**

**Portfolio Financial Services as an Executive Assistant:-**

Portfolio Financial Services Ltd. (PFSL) is a boutique investment banking firm that advises and services the financial sector for their debt and private equity needs. The investment banking firm advises a group of reliable (NBFC), fundamentally strong & consistently growing corporates in India and overseas.

## Job Profile

* Providing administrative and functional assistance to the Director
* Attending Calls & queries inward/outward.
* Booking of Tickets/travel arrangements/ hospitality arrangements.
* End to end Co-ordination
* Drafting emails / correspondence
* Maintenance of inward/outward mails & courier.
* Coordination with external parties for arranging meetings etc.
* Scheduling appointments and maintaining contacts / diaries etc.
* Setting up reminders
* Updating data/MIS
* End to End Follow ups
* Updating V card

## April 2017 – March 2019

**Xceed group as an Executive Assistant:-**

Xceed Toolings Pvt Ltd are in cutting tools business for over four decades and focused on importing quality-cutting tools, thereby providing tooling solutions,through our technically qualified sales staff and started out in 2009, as the time evolved and focused on bringing the latest technology in metal cutting to user

## Job Profile

* Taking dictation / drafting letters & inter office memos for director.
* Handling the mail box with the flagging & closure of issues.
* Would be handling directly the marketing department of XCEED…
* Preparation for needed data for MD’s meetings with relevant people & keeps all

Meeting points for his visit ready…

* Follow up on various issues with internal as well as external people.
* Getting information through Internet & other source as required by director.
* Domestic & international travel bookings. – SUPPORT TO ADMIN
* Maintaining filing system.
* Arranging meeting, appointment & Prepare & updating schedule of his programs.
* To prepare annual & monthly calendar of activities of MD
* Write minute of reports & meetings,
* Assist in preparing presentation & speeches & power points…
* ANY other events that would help MD’s reduce his time.
* To maintain very HIGH level of confidentiality…
* Preparing Power Point.

HR Roles & Responsilites :

* F&F Relieving.
* Preparing the Experience letters.
* Preparing the Confirmation letters.
* Coordination with consultants.
* Coordination with concerned HOD about JD & other things.
* Preparing the offer letters.
* Preparing the appointment letters.
* Resignation acceptance & Final clearance. (It’s done after HODs/MGMT
* approval).
* Engineer expenses records.
* Engineer expenses approvals.
* Branch payments
* Salary coordination with accounts department.
* BRM MOM execution.
* Maintaining filing systems
* All payment follow up.
* Organizing birthday & other events with the help of Admin.
* Sending birthday mails.
* Follow up & taking approvals by management for AB or incentives.
* Attendance record.
* Salary slips.
* Preparing trial reports.

## 7 th Nov 2012 – 07 th Nov 2015

**Weizmann Forex Limited as Front desk Executive**

Weizmann Forex Limited, the Company was acquired by EbixCash World Money Limited in 2019 and was renamed to EBIXCASH World Money India Ltd in 1st January, 2020. They offer innovative, customized, and integrated financial solutions, relating to Foreign Exchange Services, Outward & Inward Remittances, Prepaid Cards, Gift Cards, and Travel Insurance needs of corporate and retail clients.

## Job Profile

RECEPTION:

* Manages the reception area to ensure effective telephone and mail Communications both internally and externally to maintain professional Image.
* Handles incoming calls, relays messages & supplies information to Callers
* Greets and announces visitors
* Responsible for arranging tea / coffee for visitors
* Co-ordinates transportation for Employees and visitors.
* Responsible for assigning office boy/ cleaners duties
* Responsible for courier i.e. dispatched of both documents and Non-documents
* Updates and prepares the Monthly Attendance Report.

ADMIN

* Responsible for creating admin-related process flows for streamlining Purposes
* Provides monthly accruals to Finance for admin-related expenses
* Provide general administrative support including but not limited to: Phones, distributing mail, and preparing expense reports.
* Prepare official correspondence, coordinate and tracking functions, format Correspondence, mark recommendations, and handle incoming and outgoing

Visit request preparation, logging, and verification.

* Makes high level contacts of a sensitive nature inside and outside the Company.
* Update various spreadsheet sheets and other general administrative duties as Needed.

HR

* Understanding manpower requisition from the concerned department.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic or personal interviews as the case may be.
* Arranging interview and coordinating with the concerned person.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of the candidates.

## 7 th June 2011 – 6 th June 2012

**TRAVEL AID INTERNATIONAL as ADMIN Executive.**

**TRAVEL AID INTERNATIONAL has made a name for itself in the list of top service providers of in India. TRAVEL AID INTERNATIONAL is listed in Trade India's list of verified companies offering wide array of etc.**

**Job Profile**

* Prepares itineraries, agendas, and expense reports.
* Organize and maintain file and records.
* Provide general administrative support including but not limited to: phones, distributing mail, and preparing expense reports.
* Prepare official correspondence, coordinate and tracking functions, format correspondence, mark recommendations, and handle incoming and outgoing visit request preparation, logging, and verification.
* Makes high level contacts of a sensitive nature inside and outside the company.
* Manage all aspects of the business unit operating budget.
* Maintain the security of confidential information.
* Conducting Internet research; reviewing and synthesizing information.
* Composing, designing and editing correspondence and reports.
* Coordinating workflow and maintaining a productive work environment
* Coordinating complex domestic and international travel arrangements and international meetings.
* Interacting with customers, senior-level executives, and all other levels of employees.

## EDUCATIONAL QUALIFICATION

T.Y. BMS Mumbai University March-2011 - 60%

H.S.C Mumbai Board Feb- 2008 - 67%

* + 1. Mumbai Board March- 2006 - 42%

## PERSONAL DETAILS

* + - * Dateof Birth: 01st May 1991
      * Marital status: Married.
      * Nationality Details: India