

CURRICULUM VITAE

GURMAK SINGH

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CAREER OBJECTIVE:

Seeking senior level secretarial assignments in the field of Executive Assistant / Secretary / Production / Operation Coordinator / Admin Coordinator / Admin Executive / Executive Secretary CMD/VP/DIRECTOR with a growth oriented organization prefer industries like Mining/Trading/Export/Textile for Appointment Scheduling, Travel arrangements, Meeting Coordination, Document Creation, Reports, Liaison/ Coordination, Client Servicing.

EDUCATION QUALIFICATION:

- ❖ Bachelor in Commerce (B.Com) from Barbil College, Utkal University, Odisha, in 1999.
- ❖ E-Commerce from Pentasoft Tech. Pvt. Ltd., Main Branch, Bhubaneswar, Odisha.
- ❖ Unix, C, C++ from SSI Ltd. Sahid Nagar, Bhubaneswar, Odisha.
- ❖ Diploma in Computer Application (D.C.A) from British Institute of Computer Science, Barbil, Odisha.

WORK EXPERIENCE:

- ✚ Working as an “**Executive Assistant (CMD)**” at Vardhman Polytex Ltd, an Oswal Group, Ludhiana from July' 2018.

Scope of Work:

Assisting to CMD in their day-to-day working, drafting letters, arranging meetings, Minutes of meetings, Emails, Travel Arrangements, CMD office activities, coordination with other departments for pending issues, Handling & Corresponding official files, assisting Admin Department and all other jobs personal / official as directed by CMD.

- ✚ Worked as an “**Executive Assistant**” at Kalwant Hosiary Mills, Focal Point, Ludhiana from March' 2017 to July' 2018.

Scope of Work:

Assisting Top Management, Providing day-today report/data, Preparing daily & monthly reports, drafting letters, Emails, Travel Arrangements, Handling & Corresponding official files and other jobs as directed by them.

- ✚ Worked in Steel Authority of India Limited (SAIL) at Bolani Ores Mines, Odisha, in Personnel Department under contractual basis from May' 15 to March' 17.

Scope of Work:

Assisting the D.G.M. (P&A) and Sr.Manager(P&A) in personal & confidential matters, correspondence with all departments, handling of official files, letters drafting, making attendance, Leave records, Gratuity, Dispatch of letters to different department/Head office, etc.

- Worked as a “**Sr. Executive**” at GET Minerals & Coal Pvt. Ltd., Barbil, Odisha, since October 2007 to January 2015.

Scope of Wok:

- Assisting the top management in areas of personal & confidential matters, management and administration with full initiative & minimum supervision, correspondence with Head Office, analyzing of reports on daily/monthly basis, arranging & monitoring travel arrangements, scheduling meetings, daily appointments, seminars, handling of official files, etc., and all other jobs as directed by the V.P. / Management.
- Assisting with Accounts Department, accounts using Tally, vouchers making, cash/Bank payments, making monthly statements, Bank related work, etc. Assisting with Personal Department, making attendance, Salaries, Bonus, Leave records, Gratuity, etc.

- Promoted as an “**Executive**” at Core Minerals, Barbil, Odisha, from January 2006 to October 2007.

- Worked as an “**Office Assistant.**” at Core Minerals, Barbil, Odisha, from July '2003 to Dec' 2005.

Scope of Wok:

- Assisting G.M (O), Correspondence with Head Office, Preparing of Mining & Plant reports on daily/monthly/annually, Arranging & monitoring travel arrangements, scheduling meetings, daily appointments, Seminars, handling of files, etc., and all other jobs as directed by the G.M. / Management.
- Assisting with Personal Department, making attendance, salary, Leave, Bonus Statements. Managing and Maintenance of Company' vehicles.

EXTRA KNOWLEDGE:

Well acquainted with modern office equipments and computer and various packages like:

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|----------------------|--------------------------------|
| ➤ Package Known | : Ms-Office 2003 / 2007 / 2010 |
| ➤ Operating System | : Win XP/ Window7, 8 |
| ➤ Web Page Design | : HTML, DHTML, FrontPage. |
| ➤ Accounting Package | : Tally 7.2/9.0 |
| ➤ Extra Known | : Internet Handling, Email |

PERSONAL DETAILS:

Date of Birth	: 10.07.1979 (Ten July Nineteen Seventy Nine)
Father's Name	: S. Mahinder Singh
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Religion	: Sikh

DECLARATION:

I hereby declared that the above information is true and correct to the best of my knowledge & belief.


(GURMAK SINGH)