

Honey Sharma






Executive Assistant

 Delhi / NCR




 Honey.Sharma1979@yahoo.com

 [linkedin.com/in/honey-sharma-04596544](https://www.linkedin.com/in/honey-sharma-04596544)

SKILLS

Communication Skills 
Organizational Skills 
Time Management 
Confidentiality 
Flexibility 

COMPUTER PROFICIENCY

Word 2010 
Excel 2010 
Power Point 2010 

LANGUAGES

Hindi 
English 

PERSONAL DETAILS:

Marital Status : Married
Mobile # : 8744866777
Gender : Female

EDUCATION

B.Com from MDU University
E-Commerce in Computers
SAP/ ERP System

PROFILE • ABOUT ME

I would like to be part of a thriving and vibrant work culture which values my cross functional experience & inherent capabilities /skills and offers me opportunities to learn and grow as an individual.

CAREER HIGHLIGHTS

12 yrs. + Total work experience with a leading IT Services Organization and reality advisor and brokerage company as Executive Assistant/ HR and Admin Manager.

Versatility, Adaptability and Ability to work with people of diverse backgrounds along with my strong interpersonal relationship management and communication skills have been the key factors to my success.

WORK EXPERIENCE

May 18 – June 2019

EA to MD

SS Publishers and Distributors Pvt. Ltd.

SS PUBLISHERS & DISTRIBUTORS PVT. LTD. was established in the year 2014. SS Publishers is one of the leading booksellers supplying books to Medical, Engineering, General, Public Libraries, Dental, Nursing, Pharmacy, Physiotherapy Colleges, Hospitals, Universities, and Institutions etc. all over India.

June 15– April 18

EA to CEO

Jones Lang LaSalle (Residential) now Anarock Property Consultants Pvt. Ltd.

Residential Services at JLL India. Residential Services encompasses the primary, re-sale, corporate divestments and the leasing business. Jones Lang LaSalle – US based NYSE listed global consulting firm with annual revenue of \$5.4 billion, JLL has more than 230 corporate offices, operates in 80 countries and has a global workforce of 58,000.

Nov 14- June 15

EA to COO and EVP

India Homes

(India Homes is a No.1 Property Advisory Company. With business operations in 50 cities, over 600 dedicated company employees spread across our 17 business circles in India, America, Europe and the Middle-East. It is FDI funded company and corporate backers include some of the world's most prestigious private equity funds Helion Ventures, Foundation Capital (USA) and New Enterprise Associates (USA).

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Jan 07- Oct 14

EA to VP and CPO

Vertex India Ltd.

Vertex India limited is a leading integrated end- to end solution providers across Business Process Outsourcing, Customer Management Outsourcing and IT Services, serving host of clients across many sectors.

Key Responsibilities:

- Completes a broad variety of administrative tasks for the CEO which includes Calendar, Travel, Expense, MIS and Data Management.
- Composing and preparing confidential correspondences.
- Helping with itineraries, and agendas.
- Plan and coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Provides a bridge for smooth communication between the CEO's office and internal departments. Demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs handles matter expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Deputizing for the Executive and taking decisions as directed and delegated. .
- Represents the CEO/COO and EVP in all official engagements, reviewing correspondence; arranging company dinners and other corporate functions, answering questions and meeting requests directed to the EVP.
- Helps key executives make consistent decisions by advising them of historical precedents, serving as liaison between them.
- Completes projects and special assignments by establishing objectives, determining priorities, managing time' gaining cooperation of others' monitoring progress' problem-solving' adjusting plans.
- Analyzing data and preparing relevant reports.
- Target setting for regional team and daily follow up for the achievement of the same.
- Inter-Departmental Coordination.
- Vendor Data / Invoice Maintenance.
- Man-power Resource Planning.
- Organizing events and regional meets.
- Ensuring management of Data & MIS on daily, weekly and monthly basis. .
- Managing the BOD meeting held monthly.
- Tracking relevant RFQ's .
- Making Presentations for the meetings.
- Developing and maintaining structures for inter team communications within company.






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EXTRA ACTIVITIES HANDELLED

- Manpower & Capacity Planning
- Employee Relations
- Attrition Control
- Compensation & Benefits Programmes
- Vendor Management

REFERENCES - On Request

DECLARATION

I hereby declare that all the above-mentioned information given by me is true and correct to the best of my knowledge and belief.

Honey Sharma

Date: