



Luluah Y Aurangabadi

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Career Objective

Desire to work in a dynamic, challenging and growth oriented organization where I can utilize my knowledge and skills for the effective functioning and growth of the organization.

Proficient in MS Office (Word, Excel, Power Point, Outlook)

Diploma in Executive Assistant from Davar's College, Mumbai

Areas of Expertise

Secretarial Activities, Fixing Appointments, Travel Arrangements, Hotel Booking, Ticket Booking, Calendaring, Personal Assistance, Administrative Support, Filing & MIS Reporting, Tracking MOM and follow up, Vendor Coordination, Office Administration

Professional Experience

Since 2019 I have been doing online sales business of ready made garments. I am doing the business through social media platforms like WhatsApp, Facebook and Instagram.

Also handle one on one sales through appointments.

A Leading Insurance company

Nov 18 to May 19

As an Executive Assistant to Director Operations (250 team members) and Director HR (45 team members) Pan India

- Act as a point of contact between the Director and all the Associate directors (Nos. - Operations – 4 and HR -5)
- Calendar Management including meeting scheduling, conference room booking, video conference and refreshments/ lunch arrangement.
- Sending agenda for the meetings, taking notes and circulating the minutes. Rigorous follow-up on actionable items.
- Travel arrangements includes domestic air ticketing, cab arrangements, international ticketing, visa arrangements, hotel booking
- Preparing the itinerary for travel.

- Raising expense claims in the system such as travel, hotel, cab and mobile. Getting the MD's approval and settling it through finance.
- Preparing the PowerPoint presentations for leadership and team meetings
- Arranging meetings with the Directors of other departments by coordinating with their EA's
- Organising the stay and meetings of senior expat coming to India for various meetings.

May'16 to Nov' 18 – I got married in May'15 and shifted to Pune. During this period I was giving private tuitions for Maths and English.

Fourcee Infrastructure Equipment Pvt Ltd Sep'14 to May'16 (1 year 8 months)

As Executive Assistant to Chairman

- Calendar *support* to include appointment scheduling (work and personal), ensuring calendar detail accuracy, placing detailed divisional meeting agendas and vacation support (pre-planning and work coordination during).
- *Project support* to including tracking due dates and conformity (owed to CEO and by CEO to others) on active projects, to do list support (work and personal)
- *Office support* to include filing/organizing Active Project file maintenance (soft and hard; work and personal)
- *Contact list management* (Outlook/Iphone)
- *Tech support coordination* for office (phones, printers and PCs)
- *Other administrative support* including handling packages, printing, organizing, and managing office supplies.
- *Travel support*. Booking air, ground, lodging and restaurants. Rebooking and live change management. On-site support at large company meetings for their clients (in advance and during) including Outlook details, side meeting coordination, coordination with staff, suite support (food and beverage and coordination of hotel services), shipping to/from.
- Potential support for Board & Leadership Team meetings to be determined.

Direct Logistics India Pvt. Ltd Jan'10 to Aug'14 (4 years 7 months)

As Executive Assistant to CEO& MD

- Handling Business Correspondence via letters and emails.
- Maintain the filing systems – CEO & MD's personal and official records.
- Prepare and maintain the MIS reports – Daily, Weekly and monthly ppt.
- Co ordinate with the General Manager's of all the branches for various reports required by the CEO & MD
- Prepare presentations and minutes of the meeting.
- Fix appointments/ meetings and maintain the calendar of the CEO & MD.
- Travel arrangements such as flight bookings and train bookings.
- Cab and Hotel arrangements for various travel and preparing the itinerary.
- Handling the payments of all credit card bills, membership forms and conference related invoices.

As Executive Assistant to CEO& MD's wife in her HR Consultancy firm.

- Screening candidates from various job portals as per client's requirement.
- Preparing the CV's received from the candidates in the required format before forwarding it to the client.
- Coordinating the interviews between the client and the candidates.
- Handling the invoices raised and the payment received from the client.
- Providing a feedback to the candidates for the interviews conducted.

As Senior MIS Analyst (Reporting to: Project Manager)

- Prepare performance MIS reports - Training Effectiveness, Quality Dashboard (PAN INDIA – Front office and Back office) on a monthly basis.
- Analyse the Trainer audit results and discuss it with the Zonal Managers.
- Prepare Monthly, Quarterly and Half yearly report in power point to highlight the outcome of the different types of trainings conducted.
- Perform Stack Analysis to identify top performers.
- Prepare the Training Schedules for the Training Programmes and ensuring their implementation PAN INDIA across the centres.
- Prepare the Budgeted versus the Actual Training Report to be presented to the client on a monthly basis.
- Conduct Training Need Analysis and work with the Business Managers to implement improvements in the different processes.
- Understanding process requirement and developing modules

Global e-Business Operations Pvt. Ltd., Bangalore

A wholly owned subsidiary of Hewlett-Packard Europe BV **Feb'03 to June'06 (3 years 4 months)**

As Financial Analyst - General Ledger Team (EMEA) Since Feb'06 to June 06

- Execute the Month end close processes of the General Ledger.
- Implement internal control for document flow from various sub systems to the General Ledger.
- Providing analytical and administrative, financial & non-financial MIS support to the Business Managers.
- Allocation of overheads to cost centres, business units, individual products, services & market segments.

As Business Process Analyst - Deferred Revenue (APAC)

Since Nov'04 to Jan 06

- Prepare performance MIS reports.
- Review the account reconciliation of the Associates against the set criteria on a monthly basis
- Monthly and annual audit in coordination with the company auditors.
- Imparting training to new associates on the entire Deferred Revenue Process.

As Senior Process Associate - Deferred Revenue (APAC)

Since Feb'03 to Oct'04

- Prepare & maintain the reconciliation of the general ledger and balance sheet accounts.
- Migration of this reconciliation onto a global reconciliation tool.
- Monitoring the Deferred Revenue Contracts created in the SAP System.
- Performing bookings to the General Ledger for accruals.

Academic Qualifications

- **M.Com** from Mumbai University in 2004 -Distinction (74%)
- **B.Com** from NarseeMonjee College in 2001 - Distinction (77%)
- **HSC** from NarseeMonjee College in 1998 -Distinction(81%)
- **SSC** from Our Lady of Health High School in 1996 -Distinction (86%)

Special Skills:

- Excellent communication skills, analytical and problems solving skills.
- Positive attitude and can operate independently
- Proactive – identifies opportunities and acts accordingly.
- Strong ability to multi-task and work in a fast-paced environment.
- Able to handle highly sensitive and confidential materials.