

# Shailesh Tiwari



Matoshri Nagar CHS, Ambernath (W), Dist. Thane, Maharashtra - 421505

☎ 8879994074/9822541781

✉ [shaileshtiwari1974@gmail.com](mailto:shaileshtiwari1974@gmail.com)

**Date of Birth:** 7 September, 1974

www: [linkedin.com/in/Shailesh-tiwari-792a492b](https://www.linkedin.com/in/Shailesh-tiwari-792a492b)

## Professional Summary:

I have 27 years of experience as a Secretary, having worked with well-known organizations like AMNS India, Uttam Galva Steels Ltd., and VCS Quality Services Pvt. Ltd. In these roles, I have been responsible for managing schedules, coordinating meetings, and handling various administrative tasks. I am flexible, a strong problem-solver, and enjoy taking on new challenges.

## Skills:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • MS Office (Word, Excel, PowerPoint) | • Document & File Management          |
| • Email & Internet                    | • Meeting Coordination                |
| • Tally, ERP Systems (Navision & SAP) | • Invoice Processing & Tracking       |
| • Office Management                   | • Hotel Booking & Travel Arrangements |
| • Office Administration               | • Communication (Written and Verbal)  |
| • Scheduling & Calendar Management    | • Document Preparation                |
| • Confidentiality & Data Protection   | • Expense Reporting                   |
- 
- |                                  |                              |
|----------------------------------|------------------------------|
| • Multitasking & Time Management | • Adaptability & Flexibility |
| • Teamwork & Collaboration       | • Decision-Making            |
| • Self-Motivation                | • Attention to Detail        |
| • Organizational Skills          | • Fast Learner               |
| • Problem-Solving Abilities      | • Relationship Building      |

## Work History:

### Personal Secretary to CMD & MD

**VCS Quality Services Pvt. Ltd. - Mumbai**

07/2023 to 03/2024

- Managing the Diary for Appointments, Co-ordinating Travel, Maintaining Accounts, Sourcing and Ordering Stationery and Office Equipment, MIS Statement.

### Secretary to Group President & Vice President

**ArcelorMittal Nippon Steel (AMNS) - Khopoli**

07/2017 to 05/2023

- Managing the Diary for Appointments, Correspondence, Co-ordinating Travel, Maintaining Accounts, Tracking Expenses, Updating Spreadsheets and Databases, Handling HR Documentation.

### Secretary to Director & Group CEO

**Uttam Galva Steels Ltd. - Mumbai**

01/2012 to 06/2017

- Managing the CEO's Diary, Correspondence, Co-ordinating Travel, Maintaining Accounts, Providing Administrative Support, MIS Reports, Updating Spreadsheets and Databases, Handling HR Documentation.

### Secretary to Chairman & Managing Director

**G. Amphray Laboratories - Mumbai**

04/2010 to 01/2012

- Handling Correspondence, Travel Booking, Calendar Management, Coordination with Factory Staff, Providing Administrative Support, Assisting with Recruitment.

**Administrative Officer reporting to VP****Soex Flora – Pune**

07/2003 to 04/2010

- General Office Administration, Liaising with Suppliers, Managing Purchase Orders, Stock Management, Correspondence, Salary Statements, Accounts Handling, Coordination with HO and Suppliers.

**Steno-Secretary to Partners****Dayal & Lohia, Chartered Accountants – Mumbai**

05/2001 to 07/2003

- Office Administration, Petty Cash Disbursement, Typing, Preparing Appointment Letters, Salary Statements, Handling Bank-Related Work.

**Secretary to General Manager / Finance Manager****Soex Flora – Pune**

06/2000 to 04/2001

- Office Administration, Stores Management, Preparing MIS Reports and Salary Statements, Providing Accounts Assistance.

**Stenographer cum Secretary to Partners****Modha & Pandit, Chartered Accountants - Mumbai**

01/1997 to 05/2000

- Stenography, Typing, Office Administration, Bank-Related Work, Stationery Management.

**Education:**

---

Master of Arts - Political Science and Government - Mumbai University 1997

Bachelor of Arts - Political Science and Government – R.J. College – Mumbai 1995

HSC – Arts - R.J. College – Mumbai 1992

SSC – RPMH High School – Thane 1990

**Additional Qualifications:**

- Personal Assistant's course from Sir J.J. College of Commerce, Fort, Mumbai
- Typing: 30 wpm on Keyboard
- Shorthand: 40 wpm
- Diploma in Computer Application & Programming, CMIT Computer Centre, Mumbai.
- Diploma in Computerized Account from Act Management, Thane

**Languages:**

---

English: Fluent Hindi: Fluent Marathi: Fluent**Health** : Divyang Person (47%) – Psoriasis Arthritis