

# TARUN MATHUR

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## C-LEVEL EXECUTIVE ASSISTANT | PERSONAL ASSISTANT

PROFESSIONAL. PROFICIENT. PROVEN.

Highly resourceful assistant with strong business acumen and meticulous ability to see the big picture and deliver solutions to administrative and procedural inefficiencies. Regarded as a trusted gatekeeper who effectively manages executive availability, ensures optimum use of executive's time, delivering rapid response to administrative execution and organizational support. Can be counted on to exhibit poise in high demand environments and balance multiple competing priorities with excellence and professionalism.

**TECHNICAL COMPETENCIES:** Microsoft Office (Word, Excel, PowerPoint, Outlook). Calendar Management. Lotus Notes. iPhone. iPad. Mac. Blackberry. Google Suite, Corel Suite, Adobe Photoshop, Illustrator

**SOFT SKILLS:** Emotional intelligence. Time management. Problem resolution. Interpersonal dynamics. Communications. Critical thinking. Presentation. Flexibility. Willingness to learn.

### HIGHLIGHTS OF QUALIFICATIONS:

- |                                |                          |                               |
|--------------------------------|--------------------------|-------------------------------|
| • C-Level Executive Support    | • Office Procedures      | • File Management             |
| • Personal Assistance          | • Travel Management      | • Document Creation & Control |
| • Office Administration        | • Expense Reconciliation | • Confidential Matters        |
| • Calendar Management          | • Accounts Receivable    | • Event Planning              |
| • Meeting Planning & Logistics | • Employee Onboarding    | • Project Management          |

### PROFESSIONAL EXPERIENCE

➤ **BMR HVAC Ltd**  
(EA to CEO)

Jan'24 – till date

- Arranging domestic and international travel arrangements and making complex travel itineraries along with Hotels booking & transfers.
- Supporting in operations in coordination with other departments.
- Prepares calendar for Events, payments due and maintaining all sort of alert system to inform MD well in advance.
- Follow up & coordinating with inter-departments, ZH's and sales team for the ease of functioning which includes follow up before and after Review meets with agendas or next steps which includes MoM's tracking.
- Looking after Head count report & organization structure and preparing reports.
- Manage registration for workshops, conferences and seminars for MD's & for his DR's & ZH.
- Manage appointment calendar.
- Working as an escalation point of contact for all departments on behalf of MD.
- Preparing MIS on daily, weekly and monthly basis
- Maintain MD's personal data and files.
- Maintain connection with MD's personal contacts and liaising with them as and when requires.
- Cultivated relationships with customers and outside vendors.
- Administered scheduling for internal and external meetings as well as onsite/offsite customer meeting coordination.
- Making travel arrangements for guests, ZH's, WM's, DR's & their stay at hotel.
- Transportation & vendor Payments follow up with accounts department to clear all outstanding.
- Raise PO request and follow up for PO and payment for all admin related invoices of support center and branches.

- Researched and developed resources that improved timely and efficient workflow.
- Performed accounts payable and receivable. Verified vendor rates and audited invoices.
- Power point presentations for channel Partners, Kick Start, Annual champion club etc.
- On boarded new employees including issuing badges, phone, computer, desk and access requests

➤ **Varuna Logistics (P) Ltd | Gurgaon**  
Sr. Manager (EA to Chairman)

**Feb'16 – Dec '23**

- Manage appointment calendar for Chairman.
- Arranging domestic and international travel arrangements and making complex travel itineraries for Chairman along with Hotels booking & transfers.
- Prepares calendar for Events, payments due and maintaining all sort of alert system to inform Chairman well in advance.
- Maintain personal data and files.
- Supporting Chairman in operations in coordination with other departments.
- Maintain connection with Chairman's personal contacts and liaising with them as and when requires.
- Cultivated relationships with customers and outside vendors.
- Manage registration for workshops, conferences and seminars for Chairman and for his DR's & ZH.
- Administered scheduling for internal and external meetings as well as onsite/offsite customer meeting coordination.
- Looking after Headcount report & organization structure and preparing reports.
- Follow up & coordinating with inter-departments, ZH's and sales team for the ease of functioning which includes follow up before and after Review meets with agendas or next steps which includes MoMs tracking.
- Making travel arrangements for guests, ZH's, WM's, DR's & their stay at hotel.
- Generated activity reports for guidance of management, handled confidential documents and files.
- Working as an Escalation point of contact for all departments on behalf of Chairman.
- Support team to get visas, travel arrangements for Kick start & CEO Club.
- Transportation & Vendor Payments follow up with accounts department to clear all outstanding.
- Raise PO request and follow up for PO and payment for all admin related invoices of support center and branches.
- Researched and developed resources that improved timely and efficient workflow.
- Performed accounts payable and receivable. Verified vendor rates and audited invoices.
- Power point presentations for channel Partners, Kick Start, Annual champion club etc.
- On boarded new employees including issuing badges, phone, computer, desk and access requests.

➤ **Hindustan Syringes & Medical Device Ltd. | Ballabgarh**  
Manager (Executive Assistant - MD)

**Dec'09- Jan'16**

- Support MD on Order Management and allocation to reconcile placement versus requisition or demands of corporate customers.
- To support management in tracking Production status, booking raw material of important corporate overseas clients.
- Maintaining coordination with all departments & taking reports on daily Basis.
- To analyze shortfall indents comparative basis.
- To analysis & escalate bulk backlogs due to unavailability of raw material or specific maintenance and lack of documents.
- To update management on sales figures, targets achieved and to make projected region wise
- Provide high-level administrative support to the MD by conducting research, handling information requests, and performing functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Responsible for all administrative functions of the MD's office.
- Note and follow up on commitments made by the MD during meetings.

- Establish appointment priorities or reschedules, or refuse appointments or invitations and update MD Calendar.
- Make travel arrangements, both domestic and international, including but not limited to air and ground transportation, dining reservations, entertainment admissions and lodging. Obtains Visa's and Passports for MD needing to travel abroad
- Summarize content of incoming materials, and locate and attach related documents to correspondence, which requires the personal attention of the Chairman.
- Organize desks, office, files, books and magazines for the MD's office.
- Handle details of a highly confidential nature, including some personal items.
- Take and transcribe notes and dictation. (Not Shorthand Dictation)
- Other administrative duties as assigned.

➤ **Fortune Park Hotels (a subsidiary of ITC) | Gurgaon**  
Executive Secretary to Managing Director

**Jan'07 - Nov'09**

- Provide secretarial support while maintaining schedules, coordinating internal/external agencies for business meetings, scheduling/ organizing meetings with clients for senior management, handling of arrangements for all activities including conferences & participating in meetings etc.
- Handling confidential correspondence, careful management of document flow and directing various queries to concerned departments.
- Organizing and scheduling internal & external meetings, Itinerary management etc.
- Preparing business communication & Inter/Intra Department communication. Coordinating with senior members of the management for various reports and MIS jobs.
- Key responsibility of maintaining calendar, arranging internal/ external appointments and travel booking.

➤ **Stericat Gutstrings (P) Ltd. | New Delhi**  
Secretary to MD

**Oct'2000 – Dec'07**

- Core Competencies:-
- Handling MD's incoming and outgoing correspondence
- Maintaining database of clients/key persons of various companies, drafting letters & replies etc.
- Organizing and scheduling internal & external meetings for the MD, Itinerary management, handling MIS Reports etc.
- Responsible for travel arrangement (domestic & international) and preparing travel statement
- Maintaining secure filing & archive systems and ensuring confidentiality of the information in control.
- Queries to concerned departments
- Coordination and Interaction with guests/ visitors
- Scheduling the Meetings, Preparing Agenda
- Follow-up of activities as per MD directions with other divisional heads & key managers on day to day basis
- Compiling various reports from all departments as per the requirement of MD, from time to time
- Customer relationship management, which involves handling customer queries/inquiries, ensuring to be passed on to executive in charge and giving feedback to customers on their inquiries /grievances.

**Shipping Documentation Exposure** Prepared Pre-shipment documents, post shipment documents and arranged to send post shipment documents through accounts department to buyer. Maintained export shipment, Sales order, RFQ registers on computer. Handled application for obtaining licenses for capital goods & credit cover for new buyer. Coordination with Inspection agencies like SGS & Bureau Veritas during inspection of export goods from factory Trade Mark agents, registry on Export Brand registration. Preparation of payment instructions (for shipping lines or forwarders) Export Documentation (Sales Invoices, Certificate of Origin, Certificate of Health, Packing List, Weight

- Certificate, Loading Manifest, Verification of Letter of Credit Draft (Terms & Conditions), Insurance Shipping Advices, Pro./ Expiry Certificate, Quality Certificate, etc.

Followed up with banks for documents negotiation Follow up with customer for outstanding payments and other necessary documents such as LC, preparation of MIS reports on various activities of Exports marketing.

**Commercial Operations & Logistics |** Coordinating with Production department for getting samples, pilot lots & bulk shipments as per agreed delivery schedule. Negotiating freight Rates with Shipping Lines or with freight forwarders for Export consignments. Interacting with the buyers (client) & keeping them informed on the status of running orders. Functioning as an interface for coordinating with production department and the buyer to ensure that the production schedule is met and ensure on-time seamless delivery of shipments.

**Custom Affairs |** Coordinated with CHA and shipping Line / Freight Forwarder for arranging the shipments. Following-up with the CHA for Bills of Lading, Airway Bill, Shipping Bills and other original shipping documents duly customs attested. Synchronizing with CHA for export clearances and arranging to provide them all the required shipping documents and other customs declarations for speedy clearance.

**Educational & Technical Qualification:** B-Com, Delhi University.

**Date of Birth:** 22<sup>nd</sup> Sept 1976