

**KS GOPALKRISHNAN IYER**

**MOBILE No: 9324408997 / 9619076146**

**E-MAIL: iyergopal002@gmail.com**

* TYPING SPEED - 50 WPM
* SHORTHAND SPEED - 80 WPM

**PRESENT JOB STATUS: NOT WORKING AS CONTRACT WAS NOT RENEWED FURTHER.**

**PREVIOUS WORK EXPERIENCE:**

* Executive Assistant / Personal Assistant at M/s. Dedicated Freight Corridor Corporation of India Ltd. (A Govt. of India Undertaking – Ministry of Railways) – **January 2017 to till**  **March –2021** (**Contract Basis on the Role of G.A. Web Word Pvt.Ltd**)
* Executive Assistant / Personal Assistant at **Boxco Logistics (I) Pvt. Ltd**. – September 2013 to October 2016.
* Executive Assistant / Personal Assistant at **Fortune Financial Services (I) Ltd** – February 1997 to July 2013.
* Stenographer at **Schrader Scovill Duncan Limited** - May 1992 to January 1997.

**RESPONSIBILITIES HANDLED:**

* **Taking Dictations in Shorthand, Typing**.
* **Scheduling appointments and General follow up as and when required.**
* **Handling General correspondence.**
* **Co-ordination inside and outside the organization.**
* **Documenting the minutes and follow up on the action items discussed in the meeting.**
* **Preparing papers for meetings.**
* **Preparing Travel claim statement.**
* **Preparing Fuel expenses claim statement.**
* **Reconcile Credit Card statement monthly and ensure credit card payments done on time.**
* **Mobile Bills – Coordination with Finance department and ensuring payments done on time.**
* **Domestic ticket bookings – Flight / Rail done through Clear trip.com/Make Mytrip.com.**
* **(International bookings - Visa, Hotel, Forex, Insurance etc., in coordination with Travel Agents.**
* **Calendar Management for important dates and events to attend.**
* **Maintaining Business card folder.**
* **Keeping an updated contact list of business officials for greetings to be sent across Diwali and New Year.**
* **Preparing Quotations.**
* **Assisting in Tendering Work.**
* **Maintain an accurate filing system of the letters, agreements/contract files etc.**
* **Performing general duties but not limited to Photocopying, scanning of the documents of the department as and when required.**
* **Handled administrative work such as Handling of Stationeries/Printing, Renewal of AMCs of Office assets, Vehicle Insurance, CUG of mobiles, Arranging Zoom calls/conferencing.**

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| **Academic Degree** | **University** | **Year of Passing** |
| Bachelor of Arts | University of Madras | 1990 |
| M.B.A (Banking) | Indian Management School & Research Centre, Mumbai | 2012 |

**LANGUAGES KNOWN** : English, Hindi, Marathi, Tamil & Malayalam.

**PROFESSIONAL QUALIFICATIONS**

* PASSED G.C.C. FROM PUNE BOARD IN TYPING **50 W.P.M.**
* *PASSED G.C.C FROM PUNE BOARD* IN SHORTHAND **80 W.P.M**.
* CERTIFICATE COURSE IN MS OFFICE FROM AMCO COMPUTERS.
* CERTIFICATE COURSE IN WORDSTAR FROM AMCO COMPUTERS.
* CERTIFICATE COURSE IN COMPUTER AWARENESS PROGRAM FROM AMCO COMPUTERS.
* PASSED DIPLOMA COURSE IN BUSINESS MANAGEMENT FROM IMSR, MUMBAI.

**RESIDENTIAL ADDRESS**

FLAT NO.002, BUILDING NO. 14A

SAI KAILASHNATH CHS. LTD.

KAILASHNAGAR, AMBERNATH (EAST),

PIN: 421501, (DIST. THANE)

**FAMILY BACKGROUND: JOINT FAMILY**

Wife : Home Maker.

Daughters : Studying.

**Parents and (Brother working for BARC, Dept. of Atomic Energy, Tarapur)**

Salary Expected : As per your pay scale

Notice Period : Can Join within a week.