 **Abhishek Ghosh,**

**Executive Secretary at Chairman’s Office**.

Muscat, Sultanate of Oman.

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PROFILE

Punctual, organized and proactive Executive Secretary with 14+ years in both Administration and professional services environments. Adept at managing multiple projects and streamlining office operations for major productivity gains.

EMPLOYMENT HISTORY

**Executive Secretary: Chairman’s Office, Al Hashar Group of Companies**.

Sep 2016 -Till Sep 2019

Al Hashar is a prestigious automobile Group with its stable of premium auto brands like Aston Martin, Tata, Daewoo, UD Trucks having branches all over Sultanate of Oman and is backed by its market leading sales and support infrastructure. As an Executive Secretary, I am responsible for providing administrative and secretarial support to the entire Group as well as overseeing a team of 6 Secretaries who are assigned to specific high designated Managers at different departments. My responsibilities include:

* Answering and directing phone calls, taking messages when necessary.
* Organizing and scheduling meetings and appointments.
* Maintaining an internal and external contact list of relevant numbers and contact information.
* Producing and distributing letters, memos, forms, reports and legal documents.
* Developing and maintaining a rigid filing system.
* Managing the Chairman and Managing Director’s Calendar Plans and complex schedules and ensuring no conflicts occur.
* Be friendly and personable while managing heavy communications.
* Lead short term projects and initiatives as requested by the Managing Director.
* Respect the need for confidentiality and sensitivity of information.
* Manage Chairman, Managing Director and their family’s expense claims.
* Visa Applications for entire Chairman and Managing Director’s Office.
* Hotel Bookings, Cancellations, re-bookings for Chairman and MD’s Office.
* Looking after overall maintenance of Chairman’s Private Yachts, over seeing the activities of Yacht Captain on a regular basis.
* Looking after entire Staff recruitment of Chairman’s Villa and other properties all over Middle East and Europe.
* Meet key guests at the Airport and arrange other logistics including accommodation and ensure safe transit from the country.

Maintain records of decisions and ensure action items are clearly recorded for Chairman and Managing Director.

**Executive Secretary: Trinity Holdings Limited (Trinity Energy Limited, Amoco Construction Group & RAK Media Group).**

Dec 2011 – May 2015, Juba, South Sudan

Trinity Holdings Limited is a group of Companies dealing from general construction to heavy machinery industries, providing support in setting up industries like Oil Refinery, Cement factory, stone crushing units, building roads, residential gated communities etc. My responsibilities included:

* Attending Meetings, taking notes and distributing meeting minutes.
* Managed administrative team of up to 20 persons.
* Managed benefits and enrolments including visa application forms, alien registrations, legal contracts.
* Re-engineered office filing and book-keeping processes.
* Managed office activities including one for office building with $25K Dollars in operating expenses.

CONTRIBUTIONS:

* Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events, saving at least $50K annually.
* Improved office efficiency by implementing color-coded filing system and introducing additional time saving measures.
* Enhanced communication among different departments and executive team fostering a sense of teamwork and collaboration.

**Executive Assistant to the Chairman and Managing Director: Sanmarg Private Limited**

Jan 2006 – Nov 2011, Kolkata, India

Sanmarg is a leading Hindi Daily Newspaper in India having circulations all over Eastern India. My responsibilities included:

* Scheduling and managing appointments.
* Preparing presentation materials for meetings.
* Regularly browsed Internet for needed information and provided feedback.
* Set up and uphold manual and automated information filing system.

CONTRIBUTIONS:

* Planned and coordinated PR Initiatives, business development events, partner retreats, holiday parties and more.
* Completed staff orientation seminars for general secretaries and support staff.

**Retail Sales Associate, Landmark Group**

Oct 2004 – Sep 2005, Kuwait

Landmark is a large format Retail Group having presence all over Middle East ranging from Kuwait, Bahrain, Oman, Saudi Arabia.

* Was responsible for an entire category of men’s & ladies’ shoes and shoe accessories.
* Successfully handled merchandising of shoes, phasing sales stocks and intake plans.
* Data Analysis of product performance at month ends.

ACADEMIC CREDENTIALS:

* Post Graduate diploma in Business Management, from IIMT, Greater Noida, India (2004).
* Bachelor of Commerce from Calcutta University, India (2001).

GENERAL SKILLS SOFT SKILLS

* Database Management Verbal and Written Communication
* Editing and Proof Reading. Organization
* Microsoft Office. Customer Service
* Adobe Illustrator. Efficiency
* Multicultural Interaction. Professionalism
* Event co-ordination. Video Conferencing
* Supplies Management.

PERSONAL DETAILS:

* Date of Birth - 13th February 1979
* Sex - Male
* Marital Status - Married with a kid 5 years old.
* Language Proficiency - English, Hindi, Bengali, Arabic (Basic)
* Passport Validity - Dec 2022.

DECLARATION:

I hereby declare the above information furnished are true to the best of my knowledge and belief.

Date: 19th August 2019

Place: Muscat, Sultanate of Oman **(ABHISHEK GHOSH)**