



# BHAWESH CHAHANDE

## EXECUTIVE SECRETARY

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<https://www.lifometry.com>

## About Me

Meticulous, Self-driven, Resourceful and task oriented Executive Secretary with 20+ years of diverse experience in General Administration, Business planning, Analytical skill, Office Management, Appointment Scheduling, Skilled in arranging travels, Taking minutes and handling correspondence. Innate ability to handle multiple tasks simultaneously. Result-driven professional who is able to use sound judgment and determine priorities

## Career Highlights

- **National Cancer Institute, Nagpur**  
10 April 2017 - Till Date  
Executive Secretary to Joint Director-Administration
- **Spentex Industries Ltd, Nagpur**  
03 Nov 2013 - 05 April 2017  
Personal Officer to President & Vice President
- **Lars Enviro Pvt Ltd, Nagpur**  
21 March 2007 - 27 March 2013  
Executive Assistant to Chief Executive Officer
- **Navbharat Fuse Co. Ltd, Raipur**  
21 Jan 2014 - 20 March 2007  
*Steno-Secretary to Joint President*
- **Advocate Firms at Nagpur and Bhandara**  
01 Jan 99 - 20 Jan 04  
*Stenographer*

## Responsibility

- Providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.
- Providing technical information to a wide variety of questions relating to the department/division.
- Organize travel arrangement including visa and preparing expenses report.
- Organize departmental meetings and WebEx meetings and record and distribute action items.

## Professional Knowledge

- English Shorthand 80 WPM
- English Typing 50 WPM
- Hindi/Marathi Typing 30 WPM
- Operating EPABX, Fax, Xerox, Scanning.
- Electronic-Mail function
- MS-Word/Excel/Power Point
- Electronic Calendaring Program (MS-Outlook)
- Office Administration

## Professional Expertise

- Team building
- Stress management
- Writing Skills
- Analytical and problem solving
- Time management
- Presentation Skill
- Decision making
- Negotiation skill
- Reporting Skills

## Language

- English
- Hindi
- Marathi

# Academic Qualification

- Bachelor of Arts from Nagpur University, Nagpur in Winter 1998
- Post Graduate Diploma in Human Resource Management from Alagappa University in 2016

# Personal Attributes

- Possess cultural awareness and sensitivity
- Flexible & proactive
- Demonstrate sound work ethics Highly organized & efficient
- Accepts accountability for results
- Establishes rapport easily
- Co-operative working relations with Management & Staff
- Maintained strict confidentiality in performing the duties

# Key Skills

- Coaching & Mentoring
- Cost reduction & Elimination
- Cross functional collaboration
- Productivity & Efficiency gain
- Reporting & Documentation
- Revenue & Profit growth
- Business needs assessment
- Task prioritization

# Personal Details

- Contact No. : 9823983659
- Present Salary : 30,000/-PM
- Date of Birth : 09-01-1975
- Expected Salary : Negotiable
- Marital Status : Married
- Notice Period : 1 Month
- Sex : Male
- Total Experience : 24 Years 08 Mths

- To preparing reports and memorandum, scheduling meetings, planning, business trips, managing information.
- Arrangement of weekly coordinating meeting.
- Executing day to day office routine.
- Manage incoming telephone calls, correspondence, including faxes, emails etc.
- Welcome special guests and customers by greeting them, in person or on the telephone; answering or directing inquires.
- Providing assistance in preparation of Presentations, Agendas and MoMs, SoPs and other priority business documents.
- General filing system and retrieve documents, records and reports, as when required.
- International and domestic travel management.
- Routine correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Produce information by formatting inputting, editing, retrieving, copying data.
- Taking dictation in shorthand and transcribe it accurately .
- Calendar Management.
- To keep filing upto date to fix appointments.

# Professional Achievement

- Verified Certificate of Achievement in International Business Environment & Global Strategy.
- Certificate of Completion in Innovating in Operations Management.
- Certificate of Achievement in Strategic Management.
- Certificate of Completion in Lean Six Sigma White Belt.
- Certificate in Entrepreneur Skill Management.
- Diploma in Financial Accounting.