



Subodh S. Dongare
Lila Shah Square Apna Nagar,
Gandhidham-370201, Kutch, Gujarat
yashd1919@gmail.com
M – 9766 - 853672

Education:

Master of Business Management Amravati
(SGBAU) University, Amravati, 2012

Bachelor of Science In Biotechnology
Nagpur University, Chandrapur, 2009

Career Summary:

MBA with 10 years professional experience in EXECUTIVE ASSISTANT TO MD that will utilize my experience, knowledge & skills to fulfill the needs, goals, vision & mission of the company.

Currently Working In (SRG PLYWOOD), Gandhidham (Gujarat)

From – Jul 2021 To as on date

Key Responsibilities :- (Executive Assistant TO MD)

- **Calendar Management:** Efficiently manage the executive team's calendars, scheduling meetings, appointments, & travel arrangements while ensuring optimal time allocation & prioritization.
- **Communication Coordination:** Act as a central point of contact, screening & managing incoming communications, emails, & phone calls, responding on behalf of executives when appropriate.
- **Meeting Coordination:** Plan, schedule, & coordinate meetings, conferences, & presentations. Prepare meeting agendas, take accurate minutes, & distribute documentation as needed.
- **Travel Arrangements:** Arrange & coordinate travel logistics, including flights, accommodations, transportation, & itineraries, ensuring executives have all necessary details for smooth travel experiences.
- **Document Preparation:** Prepare & format various documents, presentations, reports, & correspondence, ensuring accuracy & professionalism in all materials.
- **Strategic Planning:** Contribute to strategic planning efforts by providing insights & recommendations based on industry trends & best practices. multi-tasking, ability to conceptualize, implement new processes, create - update - follow up, attention to detail, working under stringent deadlines & aggregating & interpreting data
- **Data Management:** Assist in collecting, organizing, & maintaining data, records, & files relevant to executive activities, projects, & initiatives.
- **Expense Management:** Handle expense reporting & reimbursement processes for executives, ensuring adherence to company policies & guidelines.
- **Confidentiality:** Maintain the highest level of discretion & confidentiality when handling sensitive information, both internally & externally.
- **Project Support:** Provide project coordination & support, working closely with the executive team to manage timelines, tasks, & deliverables.
- **Relationship Building:** Cultivate positive working relationships with internal & external stakeholders, including clients, partners, &

vendors

- **Research & Reporting:** Conduct research, collect data, & prepare reports or presentations as requested by the executive. Summarize information, analyze data, & provide recommendations as needed

Currently Working In (SANGHI CEMENT), Sanghipuram (Gujarat)

From – Sep 2019 To Jun 2021

Key Responsibilities :- (Executive Assistant TO MD)

- **Business coordination:** Serving as a central point of contact for various departments & team members, Facilitating effective communication & collaboration.
- **Strategic Planning:** Assist in the development & implementation of strategic plans & initiatives. Coordinate with various departments & stakeholders to gather data & insights for strategic analysis. Help prioritize projects & allocate resources effectively to meet strategic objectives. Monitor progress on strategic goals & provide regular updates to executives.
- **Time-Management:** Prioritize own time & high-level executive's time allowing them to focus on high-priority tasks by handling routine matters & managing interruptions.
- **Managing schedules & Travel arrangements:** Making travel arrangements for the business owner, including booking flights, accommodations, & preparing itineraries. Organizing the business owner's calendar, coordinating appointments, meetings & events to optimize time management
- **Financial tasks:** Handling expense reports/ invoice /other financial matters in collaboration with the finance team
- **Communication:** Handling phone calls, emails, & other forms of correspondence on behalf of the business owner, ensuring timely responses & prioritizing important messages.
- **Document preparation & Compile Data:** Drafting, proofreading, & formatting business documents, presentations, & reports as needed.
Provide high-level administrative support to C-Suite Executives such as research, statistical reports & design of presentations & Compile data
- **Corporate secretary affairs:** Follow up to renew registration before expiration, Claim fidelity bond & money & security insurance, Coordinate with the Global Team & Local Team for providing Regular updates on Registration activities.
- **Office Management:** Administrative work & Maintenance of office (Coordination to take care of office cleaning, gadgets required for smooth functioning of office i.e. phone, IT equipment, carpets, stationeries etc.). Monitor office security; arrange office repair & maintenance. Purchase or rent office machines, stationery & canteen suppliers, etc.

Worked In (Euro India Cylinder Pvt. Ltd.), Gandhidham (Gujarat)

From – Sep 2015 To Aug 2019

Key Responsibilities :- (Executive Assistant)

- Manage MD'S Diaries / Calendars & Travel mgnt
- Social Media Mgnt & Event management, (Business Trade,Exhibition,Fairs,Conference)
- Strategic initiatives & Financial planning & modeling
- To provides exposure to diverse challenges facing the senior management.
- Business expansion initiatives
- Investor relations, board presentations, investor presentations
- MIS management (Strategic, Technical, business, project, boards members)
- Collaborate with internal teams to ensure smooth execution of projects & initiatives
- Assist the MD with inputs & data required for making strategic decision.

Worked in SHREE OMTEE STEEL PVT. LTD. as an Executive Assistant – (July 2012 TO Aug 2015)

Administrative Support:

- Manage the MD's calendar, appointments, & travel arrangements.
- Handle correspondence, including emails, letters, & phone calls.
- Prepare & edit reports, presentations, & other documents.
- Organize & maintain files, ensuring confidentiality& social Media Mgnt
- Assist with budgeting, expense tracking, & financial reporting

Meeting Coordination:

- Schedule, organize, & coordinate meetings, conferences, & events.
- Prepare agendas, take minutes, & follow up on action items.
- Liaise with internal & external stakeholders to ensure smooth communication & coordination.
- Assist with special projects, conducting research, & compiling data as required.
- Monitor project timelines & deliverables, ensuring deadlines are met.:
- Ensure the MD's office operates efficiently & effectively.
- Manage office supplies & liaise with facilities management.
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Key skills & Competencies

Professional

- Presentation skills & Strong interpersonal skills.
- Time management & ability to meet deadlines.
- Excellent verbal & written communication skills.
- Strong organizational skills & ability to multitask.
- Problem-solving & decision making skills.

Functional Skills

- Possess the working skills of TQM
- Aware about SIX SIGMA & KAIZEN

Awards & Honors:

- ❖ Winner at Business Quiz Competition, Amravati(SGBAU) University, 2012
- ❖ Winner at AD- MAD programme, Amravati (SGBAU) University, 2012
- ❖ Student of the Year, Amravati (SGBAU) University, 2011
- ❖ Alumni Member, Association of P.R. PATIL COLLAGE, Amravati, 2010 –present.

DECLARATION: -

I hereby declare that the information provided here is true & to the best of my knowledge.

DATE :- 2024

PLACE –

M- 9766-853672

SIGNATURE



Subodh Dongare