

SHAHVEER B. BESANIA

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Date of Birth: 07th December, 1986

Objective

Seeking a position that will utilize my talents to enhance the growth of the organization.
Aspire to establish myself as a top-quality service oriented personnel.
Quickly adaptable to adhere various work.
To enhance my professional skills in a dynamic workplace, being a self-motivated and result-oriented individual

Professional Background

WORK EXPERIENCE

- **FORTUNE GOURMET SPECIALITIES PVT LTD - Executive Assistant to Managing Directors/Executive Director & VP - Operations, January' 22 till date.**

Key Responsibilities

- Updating the Director on his daily meetings and schedules.
- Assisting Executive Director & Vice President - Operations.
- Arranging their meetings and taking minutes.
- Updating the minutes and following up with the concerned person/team for meeting their deadlines.
- Managing the maintenance & Organizing requirements for the Villa at Awas - Alibaug.
- Vendor coordinating for the Villa contracts and AMC.
- Major role was to handle the Villa.

- **MITTAL BUILDERS - Executive Assistant to Managing Directors/Partners, March'15 – 31st December' 21.**

➤ **SUB COMPANIES**

- **SGM Enterprises Pvt Ltd – Torrp-it-up a Quick Service Restaurant.**
- **Mittal Painterior Realty LLP – Real Estate company a collaboration of Mittal Builders and Painterior (INDIA) LLP.**
- **M D Food Product LLP – Brand Name – Cremeitalia, Manufacturer of Italian cheese in Mumbai. (Handling Online Sales for the brand)**

Key Responsibilities

- Assisting the Managing Directors/Partners, HR/Admin Head & CFO for the day-to-day smooth functioning of the Office.
- Maintaining Contacts and Arrange Appointments & Meeting with External Clients and Internal Office Heads/ Staff.
- Update the Minutes of the Meet & Send Out Timely Reminders on Completion of Task, Follow-up & Closures and Subsequently Submit the Meetings Completion Report.
- Attending, managing and coordinating on all the Business and Personal Calls for the MD.

- Managing the Inter Office Call & Emails for MD/ Partners/ HR & Finance Teams & Being the One-Point of Contact for Them.
- Holding Office Conferences as well as out-State Conferences on behalf of the Partners/Directors.
- Attending Seminars and Conventions and Submitting Presentations on all Products Offered by the Company.
- Coordinating and Supervising with Event Management Companies for Office Events & Exhibitions as well as for Personal Functions for MD's family.
- Assisting the HR/Admin Head for Conducting Initial Round of Interviews for hiring of Office Staff for Administrative Purposes such as Peon, Delivery Boys, Factory Co-Ordinator's, etc.
- Maintaining Attendance Logs, Leave Cards and Outdoor Intimation Slip for all Office Employees.
- Furnishing Pay Slip Data & Maintaining Acknowledgments of Salary Cheques Deposited or any Transfers made.
- Arranging Visits of Maintenance Staff and Logging the Duration thereof.
- Coordinating with Vendors for the Supply of all Office Usage Materials, Site Materials, Factory Materials, etc.
- Keep check on Vendors and Coordinate with Supervisors during Escalations in any Segments of Work such as Housekeeping, Electrician, Plumber, Carpenter, Groceries, Stationary, etc.
- Assisting the Accounts Department in Preparing Purchase Invoices for Office Material & Maintaining Expense Reports, Petty Cash Accounts, etc., week on week basis.
- Assisting the Accounts Department in Furnishing All Necessary Finance Documents, Utility Bills, and Material Purchase Bills, for the Purpose of Monthly Audit Reports.
- Assisting the Accounts Department by Coordinating with All Internal Departments to Collect & Arranging All the Necessary Bills, Documents, Insurance Policies, Expense Reports, etc., for the Filing of IT Returns.
- Coordinating with Airlines, Hotels & Transport Companies for the Bookings of All Travel & Stay Arrangements During Out-station Meetings & Events of Professional as well as Personal Visits for MD's/ Partners/ & their families.
- Currently taking up orders, closing sales, managing coordination on packaging & delivering of the Retail Brand of Cheese.
- Maintain Tie-ups with Stores & Delivery Logistics.

➤ **DR. TURNERS SPECIALTY DENTAL CENTRE - Secretary & Client Coordinator, April'12 - February'15**

Key Responsibilities:

- Maintaining Appointment Diary for all doctors at the center and updating it on PRACTO Website.
- Welcome the patients at the reception and direct them appropriately as per their appointments.
- Receive, direct and reply to telephone messages and mail messages.
- To maintain and perform courier and dispatch services.
- Personal Assistant & Coordinator to the all Doctors at the center.

- Handling the Administrative duties and all other reception duties.
- Assist in the planning and preparation of meetings, conferences, seminars & exhibitions.
- Arranging maintenance visits and logging the duration thereof.
- Maintaining Leave Cards and Outdoor Intimation Slip.
- Managing of Guest House for foreign clients.
- Maintenance of office expenses and furnishing information of such expenses at office when required.
- Co-Ordination with bank executives for necessary work.
- Supervise the Vendors for the clinics smooth functioning on a day-to-day basis.
- Keep records & arranging/ordering for all medical materials and operation instruments of the center for smooth functioning of doctors.
- Maintaining acknowledgments of Salary Cheques Deposited or any transfers made.
- Collect payments and generate invoice copies for the customers.

➤ **EURO-CHANGE INDIA PVT. LTD. - Cashier cum Sales Executive, March, 11 to March, 12**

Key Responsibilities:

- Dealing into Foreign Currencies and Foreign Clients.
- Maintaining Accounts and Documents of the clients.
- Delivering of Currencies to Corporate Companies and Firms.
- Preparing Invoices and submitting it to the customer & the accounts team.
- Filing Monthly Sales Report and submitting it to the accounts team.

➤ **THE INDIAN EXPRESS – Tele caller, February, 10 to February, 11**

Key Responsibilities:

- Invite Clients for the Events Organized by the company and confirming their reservations.
- Updating client's data base on daily bases.

➤ **SKILLS**

- Proficient at MS-Office viz. Word, PowerPoint and Excel.
- Skillful negotiator adept at dealing with the suppliers and vendors.
- Fluent in English, Hindi, Gujarati and Marathi.

➤ **EDUCATION**

- SSC, Dadar Parsee Youths Assembly High School, University of Maharashtra, First Class, 2006.
- Shipping Courses, Yak Management & Maritime Academy, CBD – Belapur, First Class, 2009.

Hobbies

- Playing outdoor games.
- Listening to Music.
- Travelling & Riding Bike to different places.
- Reading.

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