MAHESH VASANT SINNARKAR

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Seeking assignments in SECRETARIAL FUNCTIONS with a growth oriented organisation

Expert and Passionate towards paperless office concepts & automation of a manual systems

Career atGlance

* An Admin and Operations professional having expertise in Secretarial functions offering nearly 30+ years of experience.
* Recently resigned from SHARDUL AMARCHAND MANGALDAS & CO., Nariman Point, Mumbai as Secretary to Partners due to some personal family problem.
* Adept at giving secretarial & personal support involving handling of top & confidential correspondence, document flow, screening telephone calls, attending visitors and directing various queries to relevant departments.
* Proficient in streamlining systems with ability to enhance operational/ administrative effectiveness and meet operational goals within the cost, time & quality parameters.
* Possess effective communication, interpersonal & problem solving skills.

 Core Competencies

*Secretarial Functions:*

* Provisioning secretarial support involving handling of top & confidential correspondence, document flow, screening telephone calls, attending visitors and directing various queries to relevant departments.
* Assisting the Top level management in all kinds of office jobs.
* Fixing appointments & meetings & keeping meetings calendar up-to-date, preparing a synopsis of reports and presentations received from officers as well as preparing Minutes of Meetings.
* Handling independent correspondence, preparing presentation material for conferences & board meetings, as well as placing & answering telephone calls for supervisor, handling telephone enquiries tactfully.
* Making necessary arrangements for travel (domestic & international) and conferences & meetings.
* Budgeting the administration expenses and working towards minimizing the operational expenses & costs.
* Maintaining personal bank accounts; keeping a track on membership details, submission of bills related both official & personal; co-ordinating for the parties organized at various locations by the company, etc.
* Maintaining petty cash for MD.

*Operations Management:*

* Maintaining confidential files & ensuring MIS are in place for easy retrieval.
* Ensuring that the fax, e-mail and other communications are being conducted accordingly.
* Handling payment of the personal bills, managing bank accounts as well as making monthly payments for bills by different means as per instructions of the management.

General Administration

* Liaisoning/Social Errands - Liaisoning with Govt. /Private sectors, Ministries, Banks, Embassies /Expatriates, vendors etc. on daily basis. Handle social errands, which include taking care of Visitors / High level of delegation from abroad.
* Airport Assistance - Provide throughout Airport assistance like Departure, Arrival, Immigration clearance, Luggage Check-in and Custom clearance to Chairman, MD and their family
* Travel Coordination - Ensure smooth execution of domestic and international travel plans, including flight reservations, boarding, lodging, travel insurance, hiring taxi etc.
* Arranging Visa/Work Permit /Passport - Coordinating with different Embassies/Agents for arranging all kind of visas, Work Permits, New passport etc. on daily basis

Facility/Vendor Management

* Taking care of office asset maintenance like Telephones, Network Printers, Photo Copiers, LCD Projector System, office stationery etc. Maintaining stock and inventory of stationery & other items which are in daily use
* Management of support staff, security guards and house keeping
* Coordinating with courier agencies /suppliers on day-to-day basis
* Responsible for updating and maintaining agreements/contracts for vendors for AMC services
* Negotiating with Vendors on regular basis for better services and rates and clearing off their invoices

Organisational Scan

SHARDUL AMARCHAND MANGALDAS & CO., Nariman Point, Mumbai (110 year old Law Firm) as Secretary to Partners since 11th Feb 2019 to 27th May 2019

* Effectively managing work flow by helping to other Partners /Secretaries as and when needed.
* Preparing documentation for various legal matters of the partners e.g. Agreements, Legal Notices, MOUs etc.
* Scanning PDF documents and converting the same to either Word or Excel.
* Comparing two PDF or word documents through Workshare software on Citrix.
* Daily Calendar management of the three Partners through Outlook and arranging various Video Conferences with our Branches and clients.
* Getting approval of the documents to be submitted to Vendors with proper formatting as per the standards of the company.
* Arranging Conference Calls/Meeting with various clients and our other offices at Delhi, Calcutta, Hyderabad, Chennai and other offices in Mumbai and keeping track of the decision made in the same in writing.
* Opening the new matters with new clients and monitor progress of the matters through dedicated software and doing final billing and invoicing as and when the matter is finished.
* Making Travel, Lodging, Boarding and other arrangements for the Partners and keeping the track of every arrangement and follow-up.
* Preparing Travel Plan for Partners and Senior Associates.
* Daily entering time sheets of Partners and Senior Associates in the Citrix Server.
* Updating status of payments matter no wise to Partners and company accounts.
* Making follow-up with clients for payments, if any.
* Doing correspondence with Clients and our other branches for the internal matters.
* Preparing Invoices draft and forwarding the same to Finance for finalization of the same.
* Keeping confidentiality of the matters opened for the Partners and shredding the unrequired documents as and when necessary.
* Printing of documents as and when required as per the instruction of the Partners and Senior Associates.
* Uploading the case papers subject wise in the Knowledge Management server on the Cloud Web Server.
* Preparing various presentations required in MicroSoft PowerPoint for various clients by inclusion of company profile and Partner’s profile in the same.

PARANJAPE SCHEMES (CONSTRUCTIONS) LTD., MUMBAI, Since Jul’10 to Jan’ 19 as EXECUTIVE ASSISTANT TO VP

* Handling Tender Documents for the requirements of Tenders and accordingly making gist of the Tender Document for submission to the Architect and Lawyer.
* Finalization of Tender document by getting the commercial feasibility from the Architect and submitting the same. Assisting the VP in preparing the correspondence.
* Assisting the VP in doing negotiations with the societies and members for re-development projects in Mumbai. Arranging the meetings with society members, lawyers, architects, land owners etc.
* Follow-up with the society members/societies for getting consents for re-developments and for other legal formalities. Liasioning with Top Management and other state level bodies such as MHADA, BMC etc.
* Taking daily status report from the site engineers in respect of site completion, expenditure etc.
* Independently checking the agreements such as Development Agreements, Power of Attorneys etc.
* Digitization of all records of various completed, running and future sites and giving these soft copies to those who required, as per demand.
* Recently Teaching our Mumbai Staff advanced MicroSoft Excel, Word and PowerPoint.
* Taken training on ERP package Highrise which is being implemented in our Company.

Also handled independently as an Incharge of the Versova Four Bunglow Site (SVP Nagar site) for Re-development of 98 societies which includes initial documentation like consents etc., submission of Tenders, attending members meetings, convincing them for going for re-development etc.

Coordinate work flow.

* Update and chase delegated tasks to ensure progress to deadlines.
* Take initiative in absence of director / team members. Relay of information through phone conversations, messages, emails. Maintenance and supervision of petty cash.

Communication

* Handling / composition of routine correspondence for Vice President / team members.
* Check deadlines on incoming requests to ensure completion.

Appointments / Meetings

* Maintain Vice Presidents' calendar. Scheduling external appointments, meetings, whenever needed.
* Scheduling departmental and inter-departmental appointments and meetings.
* Arrange meeting facilities. Hotel and Travel arrangements for Vice President, Team Members and Visitors
* Arrange national and international travel for Vice President + team members.
* To raise necessary documentation for e.g. TRF, Claims post travel, visa process for Vice President.
* Adherence of travel process by team members and assisting them with required travel formalities.
* To provide ticket, itinerary, trip details etc.
* To provide local hospitality to visitors for e.g. accommodation, airport transfers, office transfers through the travel agency. Make hotel arrangements (International + National) for Vice President / team members.
* Provide hotel with necessary documentation.To tie up contracts with domestic hotels based on special rates and services.To maintain relationship with hotels for smooth functioning and better deals.
* Initiate and execute promotional contracts with airlines for better deals.

Routine Tasks

* Liasioning with banks, service providers and various vendors on regular basis.
* To manage and monitor the Departmental Office stationary and to ensure that stationary is ordered as required by following the purchasing processes.
* Circulation of inter-departmental communication, news letters, and periodicals to team members
* To maintain travel / leave plan for team. Update mail/phone directories.

Stretched Profile

* Support to HR in terms of making accommodation arrangements for new joiness, maintenance of data base.

THE AUTOMOTIVE RESEARCH ASSOCIATION OF INDIA, PUNETHE AUTOMOTIVE RESEARCH ASSOCIATION OF INDIA, PUNE as Special Personnel Assistant from Aug’92 to Jul’10

* Vast knowledge of MicroSoft software. Master in MicroSoft Excel routine programming.
* Developed Internal Auditing Software for the organization which takes of entering audit observations and making summary of audit observations of various auditors in the organization and following up on NCs and Observations etc.
* Independent Correspondence drafting independently and the executives are relieved from their duties of sending the mails, letters etc.
* Liaison with Top/Sr. Executives, Certifying bodies, Customers, Suppliers etc. – This includes basically formal discussions with other Top Executives and getting the work done from the subordinates of these executives and giving various information to them.
* Keeping appointments includes keeping of various appointments of various visitors and handling of various customers / visitors independently requiring no major decision by diverting them to other subordinates and thereby reliving the Boss.
* Organized big seminars such as SIAT exhibition of international level. Participated actively in organizing various seminars of the organization such as Symposium on International Automotive Technology which is organized biannually and made it a success for the organization.
* Experience in working with the Head of the Institute from time to time.(i.e. Director) – Experience in working as an Executive Assistant to the Head of the Institute i.e. (Director) – which includes all the above activities.
* Participation in ISO 9000 activity- Besides the secretarial activities, I was also involved in ISO 9001, ISO 14001, OHSAS 18001 and ISO/IEC 17025 implementation in the institute for last 15 years.

PARTICIPATION IN SIX SIGMA ACTIVITY AND IMPLEMENTATION OF VARIOUS STANDARDS THROUGHOUT THE ORGANIZATION

* Participated and managed the project conducted on Six Sigma Implementation for Type Approval Activity in ARAI which involved various activities such as Define, Measure, Analysis, Improve& Control (DMAIC).
* DMAIC is a systematic problem solving methodology.
* Played major role in implementation of various quality standards through out the organization such as ISO 9001, OHSAS 18001, ISO 14001 and ISO/IEC 17025 throughout the organization.

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VARIOUS PROJECTS HANDLED DURING THE EMPLOYMENT AT ‘ARAI’ DURING THE PERIOD 1992-2010 (SPAN OF ALMOST 18 YEARS)

PROJECT NO.1 – DELTA

* The Digitization of Customer Specifications through Electronic Media and automated routing of customer supplied documents and automation of type approval certification procedure. This project was named as DELTA in which I was totally involved since its start and has handled successfully which has reduced the time required for submission of specification to the testing agencies.
* It reduces the papers required for the submission.
* It also reduces lot of human checking and intervention in the day to day work.
* As the certificate is being provided in the soft copy in the form of CD, lot of papers are being saved under this project.
* Documentation routing has become very fast and reduced the person movement in the document submission.
* Easy traceability of records and documents, if the documentation is arranged structurally.

PROJECT NO.2 – Test Charges Finalization

* The another project which I handled is the project of test charges finalization. Around 590 test charges are finalized within the span of 6 months by adopting the structured method and using the proper inputs and giving the right methodology.
* This methodology is being approved by the Governing Council of our Company and the said charges are finalized by witnessing the tests physically.
* The data collected during this test charges finalization is very true and accurate and methodology which is being adopted was being approved by the Governing Council of the Organization and our then Director.

PROJECT NO.3 – Six Sigma for Certification Process

* The project of Six Sigma was a new concept to our organization; we have implemented six sigma methodologies to our certification process which has helped in reducing the number of days required for the total certification. The total number of days required for certification is reduced from 120, 90, 60 to 30, 20, 10. This is the achievement made by our team during the handling the project.

PROJECT NO.4 – Development of MIS

* One more project which I handled in HR department when I was there in HR department of our company.
* The total MIS for all the employees of our company was handled single handed and the software for the same is being get developed from IT by providing required inputs. I made it a successful MIS project for the whole organization.

PROJECT NO.5 – Automation of Time Keeping System.

* One more project which I handled is automation of time keeping system in our company. For last so many years the above set system of Bar coded System of time keeping is working perfectly in our company.

PROJECT NO.6 – Preparation of Central Motor Vehicles (Rules) CD as a ready reckoner for Automotive Customers.

* Central Motor Vehicle Rules Automation in the form of CD is being developed and co-ordinated by me and developed one CD and then Web Version which is currently available on the company’s web site (www.araiindia.com) with proper issue control and password protected.
* This has helped a lot to Indian automotive manufacturers to refer to any rules and submit the applications using this CD. More than 150 automobile manufacturers, consultants have purchased this product which is costing Rs.20,000/- per copy per year.
* This has resulted in increase in lot of revenue to our company. The total maintenance of this product had been done on regular basis by the undersigned e.g. the updates in CMVR rules is being updated by the undersigned and is being reflected in the CD or Web Version.

PROJECT NO.7 Digitization of ISO Documentation and records with proper issue control and indexing.

* All the institutional level Manuals, departmental manuals and procedures for ISO,EOHS and NABL were digitized and electronically controlled and while doing the same, proper indexing within the Word Documents and linking external Documents as per the need was done single handedly.
* Still the documentation and records are maintained in electronic forms with proper issue control and is being maintained through Intranet.
* Digitization of the total institutions documentation was a challenging job and even adequacy audits for various ISO, OHSAS and NABL audits were carried out on Intranet and successfully completed with proper back-up system.
* During this project, we need to re-write various manuals such as NABL Technical Manual and some Departmental procedures needs to be written in Flow-chart format instead of lengthy procedure and all the formats required to that particular departments needs to be linked to the flowcharts.
* This has eased to every employee to see the documentation of all other departments and get any information, records directly from LAN and ISO auditing become very easy for each and every department. The maintenance of documentation with their versions become so easy and within the reach and control of every HOD.
* I am proud to say that this concept of digitization of all the documents and records electronically with proper issue control was also appreciated by our various external auditors during the course of audits of ISO, OHSAS and NABL.

PROJECT NO.8: Digitization of old Type Approval Record:

* This activity was started in ARAI towards digitization of the old Type Approval Record i.e. Specifications supplied by customers and certificates and brief specifications which were lying in haphazard manner without any record control. I the undersigned was actively involved in thedigitization process of the same and I am proud to say that we as a team with our able leadership could achieve the implementation of 5’S for clearing haphazard manner record first and then we donedigitization of the huge record since 1989 to 2009 in a span of 8 months.

Previous Assignments

INDIAN SEAMLESS METAL TUBES, PUNE as STENOGRAPHER TO VP – FINANCE. For about 1 month.

DATA-PRO ELECTRONICS PVT. LTD. as STENOGRAPHER for 2 ½ years.

POONA COMPLAST PVT. LTD., PUNE as CLERK-CUM-TYPIST for 3 months.

Academic Credentials

Bachelor of Commerce (B.Com) from Poona University (S.P.College) in 1989

Advanced MicroSoft Excel from Bill Jelen (Mr.Excel) in 2010

ITForte

*Conversant with MS Windows, MS Office (Word, Excel, PowerPoint & Access), Notes for Mail System, Adobe Acrobat Writer 6.0, Page Maker and Internet Applications*

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| OTHER QUALIFICATIONS |
| Exam. Passed |  | @ Speed |
| Marathi Typing |  | 30 w.p.m. |
| English Typing |  | 50 w.p.m |
| English Shorthand |  | 100 w.p.m. |
| Lead Auditor Training Course for QMS (ISO 9001:2000) |  | Successfully passed Lead Auditor Training Course for QMS (ISO 9001:2000) conducted by TUV Sud South Asia Pvt. Ltd., during 22nd to 26th July 2008. |
| Web-Designing |  | Successfully completed Web Weaver (Dream Weaver) course from Arena, Animation, Tilak Road, Pune during November 2009. |
| Adobe Photoshop Course |  | Successfully completed Adobe Photoshop Course from Sunnycom Training Institute, Tilak Road, Pune |
| Internal Auditor of ISO 14001 & OHSAS 18001. |  | Conducted Internally by consultants. |
| Internal Auditor of ISO/IEC 17025 |  | Conducted Internally by consultants. |

Personal Snippets

Date of Birth : 29th October 1968

Residential Address : Flat No.3, 3rd Floor, 230/4A, Shukruwar Peth,

 Shree Gajanan Apts., Akara Maruti Chowk, PUNE 411 002.

Linguistic Abilities : English, Hindi & Marathi

Salary Drawn : Rs.8,75,000/- negotiable in case the job is in Pune.

Salary Expected : Considering my experience and skills.

Notice Period : Immediate joining.