

# Ankita Singh

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## Objective

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To secure a position which enables me to use my writing, organisational and creative skills to make a positive contribution to the work environment and become an integral part of the company at its Administrative Assistant

## Experience

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- Bombay Gymkhana** 7 Sep 2023 - Till now  
EA to CEO
- Parsee Gymkhana** 1 Sep 2014 - 30 Apr 2022  
Administrative Assistant
- IIT Bombay** 1 Sep 2012 - 30 Aug 2014  
Administrative Assistant

## Projects

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- AGM**  
Conducted AGM , Town Hall meetings

## Job Profile

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- Preparing and editing letters, reports, memos, and emails  
Daily Correspondence, legal Letters to the Govt. Authorities.  
Preparing Annual Report  
Conducting Annual General Meeting  
Coordinating with Members Coordinate with Departmental Secretary and work according instructed  
Defaulters list monthly and yearly Sending mails  
Preparing Quotation/ Work Order/ Purchase Order Handling Front desk work,  
Maintaining Attendance record Maintain Stock such as material in-out, repairing record  
Arranging meetings, appointments, and executive travel  
Answering phone calls and taking messages Maintaining folders on servers Liaising with teams and units  
Getting the events & tournament budgets, its actual versus budget statements and members outstanding report for timely submission for House & Managing Committee meetings  
Ensuring required arrangements for the House & Managing Committee meetings  
Timely preparation of House & Managing Committee meetings agenda after including all relevant paperwork.  
Preparation of minutes of meeting in timely manner  
Circulation of minuted extracts to respective departments  
Putting together a list of follow up points arised from the minutes of the meeting and circulating it to the respective departments.

Following up on the status of the action items with the departments

Printing & scanning of agenda and minutes for future reference.

Answering the auditors queries and giving them access to only required dat

### Education

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- **SNDT Mumbai University** 2012  
BMS  
1st class
- **Maharashtra Board** 2009  
HSC  
2nd Class
- **Maharashtra Board** 2006  
SSC  
2nd Class
- MSCIT  
1st Class
- Tally 7.2  
1st Class

### Interests

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- Performing Arts

### Languages

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- Gujarati, Hindi , Marathi & English

### Additional Skills

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- Problem Solving  
Written Communication  
Willingness to learn