



Anjali Singh

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PROFILE SUMMARY

A result driven, analytical, experienced management professional with **15 years of work experience** in **Project Coordination, Industrial Procurement, Vendor Management, Procurement, and Office Administration.**

Dedicated and detail-oriented administrative professional with a proven track record of managing office tasks efficiently. Possesses excellent organizational and multitasking abilities, with a keen eye for accuracy. Proactive problem-solver and effective communicator.

SKILLS

SAP (ERP), Farvision (ERP), Power Bi, MS Office, Outlook, Udyog Software, Insta Software, Database Management, Industry Analysis, Reporting, Logistics, Vendor Management, Accounting Stenography.

LANGUAGES

Hindi



English



French



WORK EXPERIENCE

Terre Armee India, a French MNC

Sr. Executive Assistant to Industry Head

Jan 2019– Present

- Facilitate communication between the Industry Head and Senior Management/CXOs (Asia & Global) to ensure priorities are understood and actioned.
- Verify import export documentation including invoices, Sales Order, bills of lading, Bill of Entry
- Shipping Bills certificates of origin, CHA Bills, and other required documents for Data comparison and Evaluation dashboards.
- Prepare and maintain accurate records of purchases, contracts, and pricing information.
- Facilitate seamless communication between Factory Personnel and CXOs at Head Office.
- Purchase Order approvals of Factory and processing payments to vendors within agreed terms.
- Coordinate with internal departments such as procurement, logistics, and finance to gather required information and resolve documentation issues.
- Liaison with service providers, freight forwarders to ensure timely shipment and delivery of samples.
- Build and develop effective relationships with key suppliers, and conduct Customer Survey Feedback
- Compare/Evaluate and Prepare supplier proposals based on price, quality, delivery timelines, and other relevant factors, keeping in mind organizational goals.
- Produce and present detailed Monthly/Weekly/Quarterly/yearly reports for Industrial Sales Vertical.
- Prepare Production and Turnover data, and other relevant metrics (using Excel & Power Bi Tools).
- Analyse data and identify issues, weak point analysis, Data comparison, visualization, and evaluation.
- Implementing reporting tools and creating dashboards ensuring data accuracy and accessibility for reporting and analysis purposes.
- Manage expense reports and manage reimbursements with finances as directed by CXOs.
- Prioritizing Calendar Management, appointments, meetings, Sending Reminders, and Confirmations.
- Handle confidential and sensitive information with the highest level of discretion and professionalism.
- Manage all Industry Association-related Annual Subscriptions, Renewals, Exhibitions registration, Webinars, etc.
- Preparing Technical Datasheets based on Product Specifications.

- Support the VP in strategic planning and execution, including managing and tracking key initiatives and projects.
- Facilitate communication between the VIP and senior management to ensure priorities are understood and actioned.
- Supported management by processing invoices and documents with consistent on-time delivery
- Matched purchase orders with invoices and recorded necessary information.
- Produce and prepare daily reports of Order status report, Order Tracking Report, Dispatch report.
- Prepare and monitor invoices/ Purchase orders, Monitor office supplies.
- Conduct research and compile data as directed, Vendor Quotation, Evaluation and Comparison of quotations.
- Manage executives' calendars and schedule appointments
- Handle incoming and outgoing correspondence on behalf of the Vice President, including emails, phone calls, and other forms of communication. Prioritize messages, draft responses, and ensure timely follow-up.
- Assist in organizing company events, conferences, and corporate functions. Coordinate planning, manage guest lists, and ensure successful event execution.
- **Travel Coordination:** Plan and coordinate all travel arrangements for the Vice President
- **Vendor Management-**Review AMC contracts of Air Conditioning, Water Cooler, DG sets, Computer and IT, Pest Control and finalize the cost. Price negotiations, revisions.

Civil Planning Department (CPWD),NDZ-IV

Admin cum Tender Executive to Chief Engineer/ Superintending Engineer

May 2012 – Jun 2017

- Produced and presented detailed reports to the Chief Engineer accurately took shorthand dictation and developed monthly Budget allotted reports that improved strategic planning by 30 %. comparative Analytical statements and Presentations.
- Produced and Presented N.I.T(Notice Tender Invited) of Civil and Electrical work Residential, Maintenance, Non Residential Projects.
- Produced and Presented (Detailed Estimate) for Residential, Maintenance, Non Residential Projects
- Produced and Presented (Preliminary Estimates) for Residential, Maintenance, Non Residential Projects
- Preparation of Pre-bid meeting minutes, Government letters & circulars.

Scenic Developers Pvt. Ltd

Office Administrator to Managing Director

Jan 2011 -Dec 2011

- Managing and overseeing front office including attending phone calls, Manage incoming and outgoing couriers, welcoming guests / visitors
- Understanding of day-to-day operational activities like office cleanliness, administrative works, inventory maintenance and management, procurement, vendor management, etc.
- Craft over 30+ BOQ, accurately took shorthand dictation, and developed Monthly Horticulture and Landscaping details reports, preparing work orders and other presentations that improved strategic planning by 30 %.
- **Purchase Management** - Coordination with vendors and processing of bills and payments
- Prepare and monitor invoices/ Purchase orders, Monitor office supplies.
- Review all invoices for appropriate documentation and approval prior to payment
- Accomplishes tasks involving payments; and handles expenditure by obtaining, processing, validating, and harmonizing invoices
- Prioritizing Calendar Management for senior officials including prioritizing appointments, meetings, Send Reminders, and Confirmations
- Manage confidential information with utmost discretion and maintain data integrity.

Administrative Work

- Produced and presented detailed reports to the Managing Director, crafted over 150 professional letters, accurately took shorthand dictation, and developed monthly MIS reports that improved strategic planning by 25%.
- Prepare and monitor invoices/ Purchase orders, Monitor office supplies.
- Assist in the preparation and organizing of promotional material or events.
- Maintenance of proper records of attendance ,work progress and dealing with clients
- Prioritizing Calendar Management for senior officials including prioritizing appointments, meetings, Send Reminders and Confirmations
- Manage confidential information with utmost discretion and maintain data integrity.
- Employee Engagement Activities: Birthdays Parties & other HR initiated activities etc

Sales Coordination & HR

- Respond to complaints from customers and give after-sales support when requested
- Making reports Like DCR/Quarterly reports/ Annual reports
- Assisting the team of executives, Making quotations, tendering work
- Ensure the adequacy of sales-related equipment or material

Events-Participated in Numerous Office Expos**ACADEMIC QUALIFICATION**

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|--------------------------------------|---|
| 2014-2016 IGNOU, DELHI | Master of Commerce |
| 2015 IGNOU, Delhi | Post Graduate Diploma- International Business Operations |
| 2007-2012 DELHI UNIVESRITY | Bachelor of Commerce |

PROFESSIONAL QUALIFICATION**2007**

YMCA, DELHI

Diploma In **Secretarial Practice****CERTIFICATION****2024**

Langma School of Languages

Pursuing French Language (A2 Level)**2019**

TUV INDIA, NOIDA

Auditor Training Program**(ISO 14001:2015 to ISO 45001: 2018)****2022**

Digitación, Delhi

Certification in SAP FICO**(Finance & Controlling) Module****STRENGTH**

Creativity, Actively Listening, Dedication, Time Management

PERSONAL INFORMATION

Date of Birth : 18th September 1988
Martial Status : Single
Nationality : Indian
Place : New Delhi

I Anjali Singh, hereby declared that all the information furnished here is true & correct to the best of My knowledge and belief.

Date**Place: New Delhi****(Anjali Singh)**