

## CURRICULUM – VITAE

### **Nisha Luniyal**

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### **OBJECTIVE:-**

Energetic and self-motivated individual with interest in an executive assistant position. Bringing exceptional planning skills and a solid knowledge of office tools.

### **EXECUTIVE SUMMARY – 13+ YEARS**

- Presently working with **M/s. Terre Armée India** as **Executive Assistant to Chief Development Officer** from Jan 2023 to till date.
- Worked with **M/s. Sojitz Corporation** as **Project Coordinator in WDFC-JICA Projects & support to GM** from Feb 2017 to Jan 2023.
- Worked with **M/s. Recons Power Equipments Pvt. Ltd.** as **Assistant Manager Business Relations & Assisted Directors for Business & Administration** from Dec 2009 to Jan 2017.

### **PROFESSIONAL EXPERIENCE**

**1) Terre Armée India (French MNC)** provides innovative technology by integrating engineering solutions in the fields of HYDRAULIC protection, ENVIRONMENTAL sustainability, GEOHAZARD risk mitigation, precast crossing STRUCTURES, SOIL reinforcement and RETAINING structures.

#### **Responsibilities / General administration support.**

- Providing High level administrative support by conducting research, preparing statistical reports, handling information request and performing clerical functions such as preparing correspondence, receiving key delegations, arranging conference calls, and scheduling meetings, manage the e-filing system including the cloud storage.
- Managing Calendar, follow up meetings, external contacts, ideas for improvisation in processes and systems.
- Private, exclusive, confidential and classified data, information / analysis and synthesis report.
- Management for contacts, projects all updated weekly and synthesis & analysis presented via power BI
- Interface with all departments / team to generate engagement with customers via direct emails, case references, social posts, catalogues, credentials etc.
- Management of events with commercial teams / management interface on regular basis.
- JIBBLE or TIPS time-sheet / synthesis & analysis.
- Access to VIDALITY - reporting and presentation to management team.
- Management of time / calendar and emails for Chief Development Officer.
- Presentation preparations, Automation tools etc.
- **Good working experience on Power Bi. Sessions taken from Intellipath.**
- **SALESFORCE REPORTING**

**2) Sojitz Corporation (Japanese MNC)** is engaged in a wide range of businesses globally, including buying, selling, importing, and exporting goods, manufacturing and selling products, providing services, and planning and coordinating projects, in Japan and overseas. **Worked on various Indian Railways project in collaboration with L&T.**

#### **Coordination for projects**

- Reporting to Headquarter daily, weekly, monthly basis as per the schedule of requirements.
- Preparing reports on variations, DAB, EOT, Take overs, Method Statements, Safety Documents & other important matters of Projects.

- Timely Preparation & submission of all Projects related reports to GM & HO.
- Preparing & proceeding monthly CFP / IPC / GST / Payment Receipts (periodically) of all requisite projects.
- Circulation of :- MPR / SHE Report / EOT updates / DAB & Arbitration updates.
- Assistant to the GM for smooth management of Construction Projects.
- Study of Contract Documents for solving contractual matters.
- Strengthen the support by attending professional and training seminars and workshops; review publications; establish professional networks within the industry.
- Keep information on progress of DFCCIL projects inauguration / new projects / Government announcements and submit minutes of meetings to HQ, Tokyo.
- Google mapping of all projects.
- Involved in overall management of Project office.
- Monitoring the projects aspects daily, weekly, monthly basis in order to maintain progress & achieve Budgets.
- Day to Day active communication with another partners of consortium for quick coordination & successful progress at site.
- Support to finance team by providing all relevant financial information every month including IPC's, CFP's etc.
- Submission of credentials for obtaining bank approvals.
- Upkeeping & maintaining all documents / data of Projects (including all Incoming & Outgoing correspondence with Employer, Engineer, consortium partner, third party etc).
- All types of administrative support to GM & Project managers.

### **Supporting Responsibilities**

- Meeting scheduling for GM.
- Calendar management.
- Preparing Itinerates.
- Organizing & submitting reimbursements.
- Involved in all day to day working of Management team.
- Organizing / Coordinating Events – Booking venues / Planning / Banners Preparation / ensuring smooth execution of the assign projects.
- Facilitating smooth executive of Townhalls, Invites & preparing PPT's and project deliverables.
- Preparing presentations and support the Team in company events, exhibitions, etc.
- Traveling to Project sites if required.
- Preparing MOM's / providing translations to foreign nationals.
- Conducting Self-Assessment of our unit.
- Communication with Regional country offices and authorities & provide relevant requisites.
- Proactive discussions with GM & organizing and ensuring the projects adhere to define timelines.
- Support to Japanese Nationals by giving them training of Indian culture & society for their smooth & accident free tenure.

**3) M/s Recons Power Equipments Pvt. Ltd. (Indian)** is manufacturing firm dealing in Transformers, HV/LV Voltage Stabilizers & Rectifiers for Industrial use. RECONS has gained a huge repute across the borders for their weather resistant product quality and offered professional services allover India & abroad. It is an ISO 9001:2015 certified company, which follows regular quality auditing of the efficiency of products and services through proper channel.

## **Job Responsibilities**

**(Dec 2009 to Jan2017)**

- Complete Business Analysis.
- Direct Communication with Clients in r/o their PO's or offers sent by us.
- Ensuring the satisfaction of the customers by coordinating all requisite documents from the initial enquiry to the execution of the order.
- Monitor the Business progress, preparing Reports, identify shortcomings and propose improvements.
- Maintaining various important documents for securing business, PO Records, Client list, Performance certificates, Inspection certificates, Technical brochures Datasheet.
- Coordination & joint work with Technical Team for preparation of Cost Proposals for each tailor made product's budget for Tendering.
- Independently filling up Tenders & fulfilling all formalities for the same.
- Obtaining & verifying all requisite documents from clients required for exporting.
- Arranging inspections/formalities/documents mandatory or required in particular country of exports/clients.
- Maintaining various legal documents of Company, Memorandum& Article, DUN's Certificate, Association certificate, Merit Rating Certificates, Approvals from State Governments.
- Manage Enrollment for participation in various Trade Events & Exhibitions.
- Obtaining performance certificates from clients.
- Look after executive's appointments, schedules and meetings, calendar management, internal & external conferences.
- Being the bridge of communication to the larger audience of any announcements
- Service the board including the production of agendas, minutes and key papers.
- Manage visa arrangements by liaising with the travel agent and relevant stakeholders in the specific regions.
- Hosted all Business Seminars & Exhibitions in large audience.
- Center person for all departments from Top management to lower management, as coordinating with all departments for Business Analytics.

## **EDUCATION:-**

- **MBA in HR & Marketing** – KSOU, Karnataka – 2014
- **Bachelor of Commerce** – University of Delhi, New Delhi – 2012
- **12<sup>th</sup> Commerce** – Indian School Certificate (ISC), Faridabad – 2009
- **10<sup>th</sup> Commerce** - Indian Certificate of Secondary Examination (ICSE), Faridabad – 2007

## **Key Skills:-**

- Excellent organizational and management skills.
- Proficient in Computer skills.
- Positive attitude and hardworking.
- Highly motivated, action oriented and thrives on a challenge.
- Ability to prioritize and work under pressure with good time management.
- Excellent record managing skills.
- Ability to manage multiple projects and activities seamlessly within a fast paced setting.
- Excellent skills in written and verbal communication.
- Strong organizational and interpersonal skills.

## PERSONAL DETAILS

Father's Name	:	Mr. Ashok Kumar Luniyal
Language Known	:	English, Hindi (fluent & native) & French (A1 & A2).
Nationality	:	Indian
DOB	:	25.12.1991
Gender	:	Female
Marital Status	:	Unmarried
Passionate about	:	Sustainability & life long student.
Strength	:	Able to keep organized, informed & prepared for anything that comes my way.

Date 23<sup>rd</sup> Jan'24

Place Faridabad, Delhi, NCR.

NISHA LUNIYAL