

SNEHA DHODI

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Areas of Expertise

Administrative Support | Client Relationship | Project Coordination & Management | Travel Management | Business Writing | Extensive Coordination | Organizational Skills | Documentation & Control | Strategic Planning | Schedule Management | Cross-cultural Communication Skills | Meetings Management | Advance Excel & PowerPoint | French & Turkish Language

Experience

Executive Assistant to CEO

Aug 2021 to Current

Nucleus Office Parks (A Blackstone Group Company) — Mumbai

- Provided end-to-end administrative support to the CEO.
- Calendar management, travel management, events coordination, time & expense submission, and other administrative support.
- Relationship management with C-suite executives, leaders, clients, and their EAs.
- Plan and execute leadership team interactions with the CEO for goal setting, reviews, and update catchups.
- Meetings/conferences occasionally involving a global audience.
- Read, researched, and routed correspondence; drafted letters, proposals, presentations, and reports; collected and analyzed information; initiated telecommunications.
- Organized and expedited workflow to comply with deadlines and priorities.
- Negotiated favorable terms and pricing agreements with the service providers for service at dedicated events.
- Composed meeting materials, and follow-up correspondence with input and review by the Executive.
- Works with the Strategic Initiatives team in coordinating the Executive's outreach activities.
- Assisted the CEO in implementing organizational projects and programs.
- Collaborate with the HR team to assist them with the recruitment.

Executive Assistant to the Directors

Nov 2017 to Aug 2021

Ajwin Consulting Solutions Private Limited — Mumbai

- Provided end-to-end secretarial support.
- Established and maintained database, and accurate filing systems, maximizing the use of available technology.
- Performed financial administrative duties, including the collation and preparation of invoices, raising purchase orders, and processing expense claims.
- Managed and coordinated the director's calendar, scheduled meetings, and appointments including video and teleconference calls.
- Prepared and edited correspondence, communications, presentations, and other documents.

- Conducted research, collect, and analyze data to prepare reports and documents.
- Liaison between executives and internal/external stakeholders.
- Monitored all the social media channels of the company and assisted with social media performance reports.
- Assisted with the planning of marketing strategies to help drive traffic and engagement to the website.
- Extensive coordination of travel needs inclusive of the itinerary for both domestic and international transport and visa assistance.
- Collaborated with other administrative team members, human resources, and the finance department on special projects and events.

Senior Cabin Crew

May 2011 to Sep 2017

IndiGo- Interglobe Aviation Limited — Mumbai/ Bengaluru/ Delhi/ Pune

- Ensured the aircraft was prepared for flight with provisions on board for the safety and comfort of the passengers.
- Verified that emergency equipment is in working order.
- Provided for the safety and comfort of passengers and satisfied their needs and requests, within the limits of sound operational procedures.
- Guaranteed that all company procedures and Federal Aviation Regulations were adhered to.

Executive Assistant/ Guest Relation Executive

Jan 2009 to Oct 2010

Cognizant Technology Solutions India Pvt. Ltd, Pune

- Planned, organized, and executed guest arrangements.
- Provided general administrative support.
- Coordinated and supervised various hospitality arrangements made during client visits and for in-house events.
- Established and maintained accurate filing systems, maximizing the use of available technology.
- Performed financial administrative duties, including the collation and preparation of invoices, raising purchase orders, and processing expense claims.
- Organized various outdoor events.
- Arranged comfort and cost-effective accommodation and logistics for the senior management team.
- Getting quotations and suitable venue availability for team events outside the premises.
- Processed payments for numerous services rendered through vendors for various events.
- Trained the team handling client visits operations for various new initiatives and practices and monitoring their continuation.
- Communicated with executives and management to gather/convey relevant information.

Front Desk Assistant

Jun 2008 to Nov 2008

Hotel Park Orchid, Pune

Education and Training

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| Master of Business Administration (International Business) (Enrolled) Dr. D.Y. Patil University – Mumbai, Maharashtra. India | 2024 - 2026 |
| Bachelor of Commerce (awaiting results for the final semester) Indira Gandhi National Open University — Mumbai, Maharashtra, India | 2024 |
| Diploma in Aviation and Hospitality Management Air Hostess Academy - Pune, Maharashtra, India | 2008 |

Certifications & Courses

Certified Microsoft Office Specialist – Advance MS Word & MS Excel & PowerPoint
2011

Interests

Traveling, Cycling, History, Internet Surfing, Reading, Photography, Languages, Cooking, Swimming

Languages

Native - English, Hindi, Marathi, Gujarati
Intermediate - French, Turkish
Beginner - Korean