

SANJAY RAJPUT

Executive Assistant Or Personal Assistant

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📍 : B block House no 61/18/01, Laxmi Park near Laxmi Mandir Nangloi, Delhi,
New Delhi.

D.O.B: 15/02/1994

Gender: Male

Marital Status: Married

Nationality: India

SUMMARY

Experienced Job Title with over Number years of experience in Industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

EMPLOYMENT HISTORY

Personal Assistant - Ministry Of Rural Development

New Delhi, New Delhi

27/09/2017 - 31/03/2024

1. Managing the IAS Officer's calendar and scheduling appointments and meetings.
2. Screening and responding to incoming communications, such as phone calls, emails, and mail.
3. Coordinating travel arrangements and preparing travel itineraries.
4. Organizing and maintaining files, records, and documents.
5. Drafting and preparing correspondence, reports, and other documents.
6. Assisting with event planning and coordination.
7. Conducting research and compiling information as needed.
8. Liaising with other staff members, government officials, and external stakeholders on behalf of the minister.
9. Handling confidential and sensitive information with discretion.
10. Performing other administrative tasks and duties as assigned by the minister.

Overall, the personal assistant plays a crucial role in supporting the minister in their daily activities and ensuring the smooth operation of the ministry.

Executive Assistant - Member Of Parliament Sh. Kartikeya Sharma

New Delhi, New Delhi

17/06/2024 - 19/06/2025

1. Managing the MP's schedule and calendar, including scheduling meetings, appointments, and events.
2. Handling correspondence, emails, and phone calls on behalf of the MP.
3. Conducting research and preparing briefing materials for meetings, speeches, and other engagements.
4. Coordinating travel arrangements for the MP, including booking flights, accommodations, and transportation.
5. Assisting with organizing events, town hall meetings, and other public engagements.
6. Maintaining office supplies, managing office budgets, and processing expenses.
7. Liaising with other government offices, constituents, and stakeholders on behalf of the MP.
8. Providing general administrative support, such as filing, data entry, and managing office systems.
9. Assisting with constituent casework and inquiries, and helping to address issues raised by constituents.
10. Upholding confidentiality and discretion when handling sensitive information and communications.

Overall, the EA plays a crucial role in supporting the MP in their duties and ensuring that their office operates efficiently and effectively.

SKILLS

Time Management



Organising Skill



Schedule Management



Event Planning And
Coordination



Document Preparation And
Formatting



Team Work And Collaboration



MS Office Suite



Travel Arrangement



All Appointment Manage



EDUCATION

- Graduate from University of Delhi 2016.
- Six month Diploma in Computer.

HOBBIES

Book Reading and Travelling,

Available on Request