



# Vimal Kumar K.G

## Executive Secretary

Dedicated and detail-oriented secretary with over fifteen years of experience providing administrative support in fast-paced office environments. Proficient in managing calendars, coordinating meetings, and handling correspondence. Strong communication skills with a keen attention to detail, ensuring efficient office operations and high levels of organization. Proven track record of prioritizing tasks and meeting deadlines. Eager to contribute expertise to a dynamic team.

## Contact

### Phone

055 7021606  
+91 9746611694 (India)

### Email

kgvimal@gmail.com

## Education

### Bachelor of Commerce

Annamalai University

### National Trade Certificate (NCVT)

Kerala

## Skills

- Strong organizational skills
- Excellent communication skills
- Attention to detail
- Ability to multitask
- Discretion and confidentiality
- Adaptability
- Calendar Management
- Problem-solving skills
- Time management
- Team player
- Typing speed 40wpm
- Handling Social Media Pages

## Language

English

Malayalam

## Personal Details

Nationality : Indian

Marital status : Married

Visa status : Visit Visa

## Experience

### 2008 - 2023

#### Dhafir

#### Executive Secretary to CMD

- Managing the CMD's schedule and appointments.
- Screening and handling phone calls and emails on behalf of the CMD.
- Coordinating travel arrangements and itineraries.
- Preparing reports, presentations, and other documents for the CMD.
- Taking minutes during meetings and ensuring follow-up on action items.
- Handling confidential information with discretion.
- Liaising with internal and external stakeholders on behalf of the CMD.
- Managing office supplies and handling administrative tasks.
- Providing general support to the CMD as needed.
- Keeping track of deadlines and ensuring timely completion of tasks.
- Provide a warm reception for clients and guests, deciding if they should be granted access to meet specific persons.
- Answer telephone calls and communicate messages to the proper department or person.
- Overseeing various communication platforms including phone conversations, email exchanges, and face-to-face interactions.
- Keep track of office supply inventory and make sure to order supplies promptly.
- Make sure all office equipment is functioning properly and schedule repairs and maintenance as needed.
- Prepare administrative reports for senior managers.
- Assist in preparing documents for management in a timely and accurate manner.
- Maintain staff leaves records and all data related to staffs.
- Maintain the files and control the logs as per the department policy.
- Handling accounts payable and receivable, preparing bank deposits, WPS processing and other banking related works.
- Maintaining petty cash register and account book.
- Coordinated and executed recruitment trips on behalf of the healthcare department.

### Availability to join : Immediate

## Reference

Shall be provided upon request