ANTONY JOSEPH.P

**# 68, Indhira Gandhi Nagar, Railway Colony, Aminjikarai, Chennai, Tamil Nadu 600029**

**| 994 250 2313 |** [**josephexemgr18@gmail.com**](mailto:josephexemgr18@gmail.com)

**EXECUTIVE ASSISTANT MANAGER PLANT & FACTORY**

Professional Summary

Accomplished Management Executive offering 10 years of **Executive Assistant, personal assistant to COO CEO and Management operation analysis and administrative Secretary** Industrial Relation experience reporting to CEO and other top executives.

Executive Summary

Consummate professional dedicated to making busy executives' lives easier. Serve as an effective gatekeeper; prepare well -researched and accurate documents; manage busy calendars; and handle day -to-day office tasks efficiently. Proven ability to align business objectives with in –depth MIS, Analytical knowledge in order to maximize operational impact, save time, and increase efficiency.

Sound understanding of Integrated manufacturing system. Oversaw daily plant operations Conducted interviews and hired new plant workers, Scheduled factory activities.

Managed daily factory operations in accordance with company guidelines. Updated factory database Prepared quarterly production reports Coordinated with staff on various projects. Evaluated and prepared monthly facility operations reports.

# Core Qualification & Skills

|  |  |
| --- | --- |
| Corporate Planning & Execute on  Influential Negotiation  Risk Assessment & Monitoring  File Maintenance  Time Management  Efficient Calendar Management  MIS Reporting & Presentation  Note in SAP (NIS) | Workforce Mentoring & Coaching  Client & Employee Relations  Budget Portfolio Management  Schedule Management  Organization Development & Change  Corporate Communication  General Office Administration  Note For Approval (NFA) |
| CAPEX | OPEX |

Education

**Master of Arts**: Personnel Management & IR Pursuing

## Alagappa University

**Bachelor of Arts**: Public Administration 05/2020

## Alagappa University

**MBA** : Business Administration General Management & Information Technology 06/2013

## National Institute of Retail & Management

**Diploma** : Electrical And Electronics Engineering 10/2005

**Directorate of Technical Education**

# **Area of Experience**

## General Duties:

* Manage and carry out all administrative tasks required to support the Executive Head in an efficient and effective manner.
* Interact with other department personnel to carry out the CEO's / Business President's requests.
* Provide timely reminders to HODs about meetings, deadlines, and other commitments.

## Schedule & Calendar Management:

* Solicit and review meeting requests, schedule appointments, and coordinate scheduling with internal and external parties.
* Identify and reserve meeting space, as well as off -site meeting locations.
* Review scheduled meetings on a regular basis, re- -evaluate priorities, and modify previously scheduled appointments.
* Monitor email and other communications on a regular basis to ensure that all scheduling is coordinated, logistics are confirmed, and appropriate parties are kept informed.
* Make sure that the HOD's schedule is followed and respected.

## Travel Planning & Expense Reporting:

* Make complex and data lied travel plans, documents, and itineraries.
* Investigate and present airline, hotel, and other travel options.
* Keep track of and organize paper and electronic receipts, as well as complete travel expense reports.

## Correspondence Management:

* Open, sort, and distribute e CEO / Director / President’s mail.
* Answer calls, review voicemails, and prepare message notes. Review and draft HOD ’s written correspondence.
* Maintain confidentiality of all personnel, board of directors, donor and additional leadership matters.

## Meetings & Presentations:

* Greet CEO / Director / President’s visitors and ensure meeting rooms and video and voice communications are prepped.
* Compile support documents for internal and external meetings including research briefs, presentations and reports for the respective HOD.
* Organize CEO / Director / President’s correspondence, presentations, and meeting notes.
* Maintain records of speaking engagements and participation in conferences and external events.

## Information & Records Management:

* Maintain data integrity of network/development database through timely and accurate data entry.
* Maintain board, leadership and funder contact info and distribution lists.
* Maintain all governing and board policy documents including handbook, confidentially and conflict of interest agreements, and orientation guides.

## Technical Support :

* Maintain IT Desktop Server LAN - WAN Networks, as well as day -to-day troubleshooting.
* IBM Servers X3500 and 3400 Managed HP Desktops LAN and WAN Networks Lotus Notes .

**Work History**

**Assistant Manager – Plant CEO Office (Southern Region)** 01/2020 to Current

**MIDPL ADANI ENNORE PORT PVT. LTD.** – Chennai, Tamil Nadu

* Handling day to day southern CEO office planning, executive operational task
* Coordinate southern region offices and support operation tasks.
* Prepare MIS report and track the company performance on a daily /weekly monthly yearly basis
* Preparation of presentation on budget /future plans/conference/seminar for senior management
* coordinate involve daily operation review prepare MOM to monitor the progress of action taken
* coordinate HOD's HOS for annual budget meeting
* Prepare a presentation for the monthly review meeting and management review presentation Follow up HOD's
* Process documents through SAP required by Business heads.
* Arrange clients meeting and visit accompanies them if necessary.

**STAR EFI AUTOMOBILE INDIA PVT LTD -** Pune, Maharashtra 12/2016 to 10/2019

**Executive Assistant - MD, Operation Excellence**

* Coordinate conduct corporate meeting As well as plant operation meetings Record MOM and Follow up the status.
* To coordinate Join venture and overseas operation (Vietnam, Japan, USA and Italy).
* Coordinate Plant operational meeting verifies the MOM points contact communicate the key persons and managers for about status report.
* Managed DWM (Daily Work Management )and make summary report to submit Top Management.
* Maintaining Appointments, Calendar, Business schedules for Top Management.

**AIR SKY WATER SOLUTION -** Sdn Bhd , Kajang, Kuala Lumpur 01/2014 to 07/2016

**Executive Assistant - COO, CEO**

* Handling all office activities related to Secretarial, Human Resource, and Administration.
* Worked executive assistant & personal Manager as responsibilities handled Indian business.
* Handled Client and customer brand promo, shipping logistic Business meet with Malaysia Singapore Thailand, Indonesia.

**BWE ENERGY INDIA P LTD –** (HODENMARK) 08/2011 to 12/2013

**Executive Assistant - COO, CEO**

* BWE is an international Hi-Tech company that meets the market demand through development, design biomass steam boilers energy
* General Support for the entire department
* Handling General Administration Work of Office, Inventory, Maintain The AMC For Asserts, Housekeeping.
* Operations Assets across Multiple Locations. And Involved Internal Audit for Asset Maintains.
* Managed Corporate and Staff Facilities Managements. Monitoring of System Activity.
* Maintain Asset Management Database &Ensure of All Infrastructure Hardware Asset Also Manage with Site.

# Client Base Handled

|  |  |  |
| --- | --- | --- |
| * India * Japan | * Vietnam * USA | * Singapore Malaysia * Thailand Italy |

# Personal Details

Marital Status : Single

Permanent Address : No 9 perumal Koil St , Porayar Post , Tharangambadi TK ,Mailaduthurai DT.