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OBJECTIVE

OfficeCraft Virtual Assistance is driven by the honed penchant for corporate communication, ideating marketing campaigns & enhancing organisational efficiency.

Aiming to efficiently facilitate business promoters to focus on the bigger picture, without having to be concerned about the back-end operations! OfficeCraft Virtual Assistance is bound to be a cost effective and time saving solution.

DOSSIER

OfficeCraft Virtual Assistance is an independent home-bound venture, that has been backed with an enriched experience in closely working with several C-Suite Officers, Strategists, Innovators, and Visionaries for nearly 20 years.

OfficeCraft Virtual Assistance can efficiently aid in making today's Small & Medium Enterprises - tomorrows' Global Ventures.

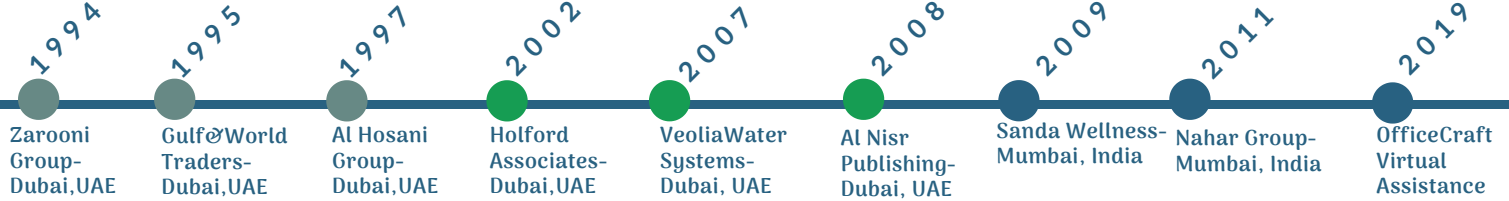
As an **Executive/Personal Assistant**, worked closely with CEO/Directors/Chairpersons to shadow strategies and manage workload

In **Administration / Operations** role, set & executed standard operating procedures

Project-Wise, coordination on milestones across various roles, documentation process and standards.

CAREER GRAPH

FMCG - MEDICAL - WELLNESS - CONSTRUCTION - REAL ESTATE



PROFESSIONAL STRENGTHS

- Coordinate Marketing, PR/Media related activities
- Draft, Proofread, Research, Write Articles / Responses / Profiles / Website & Brochure Content
- Establish systematic & effective documents work-flow
- Design & Issue Contractual Documents / Standard Operating Manuals / Orientation & Training Material / Memorandums
- Coordinate Strategies & Execution. Designate personnel & acquire updates & reports
- Designing & Implementing protocols to simplify systems.
- Strong Interpersonal Skills & Innovative Problem Solver
- Prioritise Workflow Tactfully
- Creative & Clear Thinking Attitude

QUALIFICATIONS

- Trained & Certified - Pitman's Secretarial skills
- Trained on Avery @ Microsoft Applications
- Trained & Experienced on Primavera Expedition
- Certified Training on Travel Arrangement & Destination Management, Business Correspondence, Communication Skills, Customer Service & Stress Management at Work through Yoga

EXPERTISE



CONTENT: WRITING, EDITING & PROCESSING



PROJECT / EVENT COORDINATION



ONLINE MARKETING