

# Bharat Kishore

## Executive Secretary

✉ [rjajot22@gmail.com](mailto:rjajot22@gmail.com) 📞 +92 336 1316556 📍 Gurumandir, KHI•PK 🌐 <http://in/bharat.k.3818a512a/>



### **SUMMARY**

Currently, working as an Executive Secretary in a leading Pharmaceutical of local and international market based in Pakistan. I have 12+ years of professional experience in Secretarial / Document Controlling, Corporate Administration, Office Administration with various organizations.

A professional with diversified skills of Coordination, Communication, Correspondence and Follow-up as well as with the ability to prepare and execute the company policy. A proven performer, who moved from a vision and strategy for implementation and follow through.

### **EXPERIENCE**

#### **Executive Secretary to Group Managing Director Hilton Pharma (Pvt.) Ltd.**

**March 2022 – Till Date**

- Organize and maintain principals' correspondence, records and proactively follow up on pending matters across multiple functions.
- Prepare correspondence for Group MD review & final approval.
- Excellent coordination with Regional Teams / HODs.
- Prioritize and handle multiple projects at any given time.
- Manage expense report & traveling coordination and respective form's submission.
- Organize, execute, and assist with team activities (staff meeting agendas & minutes, All Hands meetings, off sites, lunches, and team social events).
- Build processes to drive efficiency in planning, reporting, and communication within the team, and track completion of key deliverables and follow up on outstanding items.
- React with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Maintain general and highly confidential documentation and files on a daily basis.
- Assist or lead key processes.
- Maintain calendars, schedule appointments and arrange meetings, conferences, and both domestic and international travel.
- Process and track expense reports.
- Communicate widely across the organization and coordinate broader operational initiatives on behalf of the leadership team.
- Work closely with the leadership team and departmental teams to provide support to the organization.

#### **Departmental Secretary II / Admin / Coordinator Liaquat National Hospital & Medical College**

**Jun 2014 • March 2022**

- Works on delivering a class-leading quality-oriented customer service to patients through coordinating the physicians' service in order to help them drive customer loyalty, improve hospital branding and support continued sales.
- Managing business. (Patients statement and Monthly procedures; OT's & OPD's)
- Direct interaction with the patients in order to solve their queries and issues.
- Review, improve and implement administrative systems, policies and procedures.
- Responsible for OPD's Audit, Quality Assurance and Budgeting & Costing queries and solving the same in efficient manner. (Responsible for per procedure costing of OPD's and OT's procedures).
- Making & assisting in arranging documents for OPD's doctors as per PMDC & CPSP requirements and managing quality assurance rounds.
- Responsible for liaising, collaborating and prioritizing with the physician's community within the hospital to ensure effective delivery of medical services.

- Handling OPD's administrative issues. Controls and supervises employees in Medical Report Section, Registration, Appointment Section and all OPD Receptionists. Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
- Analyzing the OPD's store needs, instructing for demands for consumables via Oracle, and assuring timely delivery of the same with continuous follow-ups. Overseeing building renovations or refurbishments.
- Responsible for full coordination with Administrative Departments i.e. (HR, Payroll, Time Office, OPD office, Budgeting & Costing, Accounts, Quality Assurance, Audit, Purchase, Inventory, I.T, Corporate Billing, HIMS, Cash Recovery, Engineering, Telecommunication, Electrical, Dispatch, Security & Marketing Department).
- Supervising all the administrative needs for the department so that the department can run smoothly and efficiently.

## **Departmental Secretary**

- OPD's inventory control & management (Fixed & Current Assets).
- Coordination / Managing in collaboration with Medical College for Internships (Students from different colleges).
- Strong email correspondence and strong coordination with support services department.
- Prepare official letters for staff like (Warning, Reprimand, Misconduct and Complaint Letters etc.)
- Make duty rosters of doctors, supervisors and Assistants month wise.
- Keep patients' and all documentation record.
- Acts as a liaison between the doctors and the employees of the hospital.
- Responsible for HOD's correspondence with the management of the hospital.
- Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.
- Arranging events as instructed by HOD & Management.
- Oversees the responsibilities and all the duties of the office personnel so that the department runs smoothly and efficiently

## **Secretary to Special Assistant • Chairman**

**M/S. SAZAYS Enterprises LTD**

**Feb 2011 - Feb 2014**

- Ensuring the testing of the imported required material & timely availability to the customers.
- Sending the material for testing and making report of the same.
- Handling various tasks assigned by the Special Assistant.
- Handling PDOHA Documentation, which includes; Membership, Renewal of Membership, Transfer, Mutation of Property, Demarcation, Site Plan, Lease A, Division, Amalgamation, Building Plan, Completion Plan & Lease B & C.
- Responsible for full communications.

## **Admin Officer**

**Arif Hussain Shaheed Academy**

**Aug 2009 - Jan 2011**

(Operated by CDGK was leased by M/s. Sports Worldwide Marketing & Management (Pvt.) Ltd. on an agreement for 3 yrs to provide a sports platform for students for all age groups).

- Ground Bookings.
- Student Records and data entry. Handling Banks' Correspondence.
- Arranging Tournaments in association with Foundation Public School and The International School.
- Maintaining Academy Accounts & Strong Banking Correspondence
- Telephonic Correspondence.

## **EDUCATION**

**Bachelors in Commerce**

University of Karachi

**Apr 2012 - May 2015**

## **CERTIFICATION**

**Writing Skills for Communication in English Language**  
Liaquat National Hospital & Medical College

March 2021

**Basic Communication Skills Training**  
Liaquat National Hospital & Medical College

August 2018

## **SKILLS**

Multi-Tasking

Time Management

Composure

Problem solving

Discretion

Adaptability

## **COMPUTER PROFICIENCY**

Microsoft Office (**Word, Excel, Power Point & Outlook**)

Oracle

## **PERSONAL INFORMATION**

Father's Name: Kishore Jajothan

Place of Birth: Karachi, Pakistan

CNIC No: 42201-0443529-3

Marital Status: Single

DOB: 16<sup>th</sup> June 1993