

Cloudia Rini

Masih

Contact

LinkedIn:

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Languages

English – Proficient

Hindi –Native

Hobbies

Calligraphy

Baking

Reading fiction/Non-fiction

Summary

Organised and efficient manager with 3 years supporting top tier executives in Administration, finance and sales. Proven abilities to manage complex functions demanding honed multi-tasking skills. Keen focus on details, accuracy and business impact of reports and communication. Expertise in Microsoft Office.

Skill Highlights

- Strong decision maker
- Complex problem solver
- Communication skills
- Innovative
- Service-focused
- Research and analysis

Experience

Executive Assistant - 11/2019 to Present

Nishank Workspace, Remote

- Developed and updated databases to track, analyze and report on performance and sales data
- Contributed to smooth business operations by planning and organizing meetings and conferences
- Managed administrative functions including complex management with focus on proper allocation of executive availability.

Relationship Manager - 02/2018 to 06/2019

SageOne Financial Consultants, Pune /Bhopal

- Built and maintained relationships with new and existing clients while providing high level of expertise.
- Networked with business leaders and executives to identify clientele
- Handled all incoming business and client requests for information
- Arranged corporate and office conferences for employees and guest/clients
- Recruited and hired qualified candidate for vacant and new position.

Education

Masters in International Relation - **Christ University, Bangalore**
B.com (Taxation) – **Bhopal School of Social Sciences**

Certifications

Advanced Excel, Microsoft Office, Conflict resolution and Digital Marketing (Basics)