

## SAAKSHI SHARMA

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### Professional Summary

Dynamic Administrative Manager with 12 years of experience in administration, travel, event management, and procurement. Skilled in planning corporate events, managing vendor relations, and ensuring budget compliance, while leading teams to deliver high-quality logistical support and align strategies with organizational growth objectives.

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### Key Skills

- **Event Planning & Execution:** Expertise in strategizing, budgeting, and managing logistics for large-scale events, ensuring smooth execution from start to finish.
- **Administrative Expertise:** Alongside travel management, managed office supplies, housekeeping, cafeteria services, and procurement of office essentials.
- **Vendor & Stakeholder Management:** Proficient in maintaining relationships with vendors, negotiating contracts, and securing services that meet event requirements.
- **Calendar & Schedule Management:** Managed the calendars and appointments for senior executives (Founders, Co-Founders, Directors), ensuring smooth coordination of meetings, events, and travel plans.
- **Budget Management:** Strong financial acumen in managing event budgets, ensuring cost-effectiveness and expertise in reconciling travel expenses, processing invoices, and ensuring compliance with financial processes.
- **Cross-functional Collaboration:** Experienced in working with internal teams and external stakeholders to align event goals with broader organizational initiatives.
- **Logistics & Operations:** Adept in overseeing logistical details such as venue selection, AV setup, catering, transportation, and accommodation.
- **Post-event Analysis:** Skilled in conducting post-event evaluations, gathering feedback, and preparing comprehensive reports for future improvements.

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### Experience

#### Fortum India Pvt Ltd - Gurgaon, India | Apr 2023 – Present

##### Assistant Manager - Travel & Admin

- Planned, coordinated and executed a range of corporate events, including team outings, meetings, and conferences, ensuring smooth operation and adherence to budgetary guidelines.
- Managed comprehensive travel logistics for senior management and clients, including booking flights, accommodation, and transportation, ensuring a seamless and positive travel experience.
- Successfully negotiated and managed vendor contracts, ensuring favorable terms, high-quality service standards, and timely delivery of goods and services.
- Administered and optimized office procurement processes, managing vendor relationships and ensuring the timely acquisition of necessary supplies and equipment.
- Maintained responsibility for facility management, ensuring a safe, efficient, and well-maintained work environment for all employees.
- Played a key role in optimizing administrative processes, ensuring smooth business operations, and enhancing organizational efficiency, directly contributing to a positive and productive work environment.

## **Stride One – Gurgaon, India | May 2022 – Jan 2023**

### **Admin & HR Coordinator**

- Successfully managed and coordinated all logistical aspects of travel across multiple locations in India, including booking flights, accommodation, and transportation, ensuring timely arrivals and smooth operational flow.
- Successfully spearheaded the coordination and execution of various events across Pan India locations, diligently managing timelines, resources, and vendor collaborations to ensure seamless and impactful events.
- Efficiently oversaw and managed vendor relations, negotiating favorable contracts and ensuring adherence to organizational standards for office setup, event logistics, and day-to-day operational requirements.
- Collaborated effectively with internal teams and stakeholders to align event strategies with company goals, fostering a cohesive and goal-oriented approach to event planning and execution.
- Successfully provided administrative support across various HR functions, coordinating recruitment processes, onboarding procedures, and employee engagement initiatives to support overall HR operations.
- Implement systematic filing and documentation practices for easy access and compliance.

## **Evidence Action – New Delhi, India | Aug 2019 – Jul 2021**

### **Operations Associate**

- Provided essential operational support for high-impact events, including conferences and seminars, ensuring all logistical arrangements and procurement needs were met efficiently and effectively.
- Demonstrated expertise in preparing and managing event contracts, meticulously reviewing terms and conditions to ensure adherence to organizational policies and budgetary guidelines.
- Successfully established and maintained strong vendor relationships, effectively negotiating favorable terms, and ensuring timely and high-quality delivery of event services and materials.
- Served as the primary point of contact for all event and travel logistics, effectively managing both domestic and international requirements, including booking venues, transportation, and accommodation.
- Proactively identified and implemented process improvements within event operations, resulting in increased efficiency, reduced costs, and enhanced event experiences.
- Efficiently allocate resources, including personnel, budgets, and equipment, to optimize productivity.
- Implement systematic filing and documentation practices for easy access and compliance.

## **Proptiger India Pvt. Ltd - Gurgaon, India | Apr 2018 – Jul 2019**

### **Assistant Manager - Travel & Admin**

- Successfully coordinated all aspects of event logistics for corporate conferences, including venue selection, transportation arrangements, accommodation bookings, and vendor management, ensuring seamless event execution and positive attendee experiences.
- Collaborated effectively with senior leadership to ensure the smooth execution of corporate events, managing travel arrangements, and conference logistics to meet their specific requirements and preferences.
- Successfully monitored and managed vendor performance, conducting regular evaluations, providing constructive feedback, and ensuring high-quality service delivery and timely payment processing.

## **SDG Software India Pvt. Ltd - Noida, India | Dec 2011 – Jul 2017**

### **Sr. Travel Coordinator**

Successfully fulfilled the role of Sr. Travel Coordinator at SDG Software India Pvt. Ltd. from December 2011 to July 2017. Proven ability to coordinate corporate events, manage travel arrangements, negotiate with vendors, ensure budget compliance, and lead a team of travel coordinators. Played a key role in optimizing travel and event processes, enhancing efficiency, and ensuring client satisfaction.

## **B2B Management- Gurgaon, India| Aug 2009 – Aug 2011**

### **Sr. Travel Coordinator**

Successfully served as Sr. Travel Coordinator at B2B Management from August 2009 to August 2011, demonstrating expertise in managing travel logistics for executive staff. Proven ability to handle complex travel arrangements, maintain accurate travel records, ensure budget compliance, and stay abreast of industry regulations. Played a key role in optimizing travel operations, contributing to cost savings and enhanced travel experiences for executives.

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## Education

- **Bachelor in Business Management** – NIIMS | Jul 2011
- **Basic Travel & Tourism Course** – Kuoni Academy of Travel | Aug 2008
- **Basic Computer Course** – Aptech | Jul 2004

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## Certification

- **Procurement Management** – UDEMY, 2023
- **MS Excel** – Microsoft Partner, 2024
- **Recognition Certificate** for exemplary contribution to the NDD program, 2019 & 2020

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## Achievements

- Successfully managed multiple corporate events, from strategy development to on-site execution, ensuring budget compliance and stakeholder satisfaction.
- Improved vendor management processes, leading to cost-effective procurement strategies and timely event delivery.
- Earned recognition for exemplary contributions to administrative and procurement initiatives across various organizations.