



Heena Malekar

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Key Accountabilities: managing calendars, meetings, travel, internal communication & correspondence, expense & invoices, paralegal support, documentation, record management, intranet web-portals (Sharepoint) etc.

Skills: well organized administration specialist with strong work ethics, excellent interpersonal communication, organizational skills, time management, , logical team player, handling confidential matters professionally, accepting points of correction in right spirit.

Work experience

DBS Bank

Mar 2023 – now

Executive Assistant to MD-Operations, ED-Technology & AVP (T&O)

- Manage responsibilities for senior management on day-to-day basis, viz calendars, meeting scheduling, room booking, collating documents for meetings, travel, event coordination etc.
- Expense processing on Coupa;
- Facilitate communication and logistics for internal stakeholders (India and Singapore);
- Vendor management and product ordering;
- Cover for COO's secretary when required.

NOVARTIS HEALTHCARE PVT. LTD.

Jan 2015 – Jan 2023

Executive Assistant to CoE & Global Patent Team in Switzerland (Basel)

Calendar management:

- Support Global Senior Attorneys with their project calendars;
- Organize VC/TC and workshops via meeting organising tools MS Teams/ Skype, for in-house as well as stakeholders, within the stipulated timeframe to meet the necessary deadlines observing sensitivity to time zone of global operations;
- Regular update Leads of upcoming meetings via response trackers;
- Collaborate with internal teams & external stakeholders for arranging meetings (viz. scheduling/ rescheduling / cancellation etc).

Functional activity:

- Record management of relevant information viz. creating and compiling documents on SharePoint;
- Raise shopping cart (PO-GRN) on SAP for invoices;
- Raise reimbursement request on Concur;
- Interact with the Finance Department for clearance of invoices and pending payment.

Travel management:

- Arranging Travel and accommodation for the Leads & Managers;
- Assisting Global colleagues with Visa Processing and other desired requisition during their India visit.

MARICO LIMITED

Jan 2005 – Jan 2015

Executive Assistant & Paralegal support to Chief Legal Officer & Group General Counsel

Operational role:

- Creating and compiling legal documents viz. IPR (Trademarks, Designs, Copyrights and Patents), Registration Certificates, FSSAI, Power of Attorneys, Agreements etc. on web-based portal and Master Tracker;
- Liaise with Advocates/Attorneys for obtaining the desired information viz. case updates, applications, registrations, renewals etc., upload the same in the Portal and respective Tracker;
- Ensure utmost confidentiality in maintaining complex dockets and files;

- Research and track desired information from various Legal websites for the Team viz Manupatra, Lexpllosion etc.;
- Coordinate with factories for Quarterly Compliance Reports and Certificates for Board Meeting.
- Ensure timely payments to membership bodies for subscriptions and other expenses;
- Generating e-portal Vendor Code request;
- Initiate monthly provisions to Finance division in co-ordination with the Team, track budget availability on SAP;
- Maintain payment tracker of pending/cleared invoices;
- Manage bookings: travel, guesthouse and hotel for the team.

Technical support:

- Download business information from websites viz. e-paper news articles, Business magazines, IPR Website etc.

UNIMARK REMEDIES LIMITED
Jun 2003 – Dec 2004

Executive Secretary to Director-Finance

- Bank correspondence;
- Creating and compiling legal documents viz. Power of Attorneys, Agreements etc.;
- Business Communication

PATEL ROADWAYS LIMITED
Aug 1994 – May 2003

Secretary to General Manager-HR & Administration

- Create and compile Sensitive documents viz, Offer Letters, Appointment Orders, Confirmations, Transfer Letters and Relieving Letters of employees;
- Regular correspondence viz. Inter Office Memo, letters to various clients, etc.;
- Attend calls, fix appointments, travel bookings, prepare expense statements;
- Scrutinize tour statements, vouchers etc. of HODs as prescribed in the Company Policy Manual;
- Maintain records of all employees of Group Companies;
- Track employee appointment, confirmation, transfer, resignation;
- Responsible for creation/deletion of Email IDs of employees joining/ exit in coordination with IT team;
- Co-ordinate with P&A Executives across various branches for desired data

Prior to this position, functioned as Secretary to GM-Legal

- Create legal documents viz. Agreements, Power of Attorneys, Indemnity Bonds etc.;
- Regular business communications - receiving and sending emails, filing, faxing, dispatching, vouchers etc.

P.K.DAS & ASSOCIATES
Jan 1993 – Jul 1994

Secretary to Director

- Taking dictation and transcribing the same, handling calls, filing, faxing, maintaining petty cash etc.

Education

Jun 1992-Dec 1992 : Personal Secretarial Course – Clares’ Secretarial School, Mumbai, 1993
1987-1992 : B.Com – MMK College of Commerce & Economics, Mumbai University

Personal details

Date of Birth	16 September 1971
Nationality	Indian
Marital Status	Married
Languages known	English, Hindi, Marathi
Hobbies	listening to music, web surfing etc.