PRIYANKA AASHISH RATHOD

EXECUTIVE VIRTUAL ASSISTANT

CONTACT

EMAIL
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LINKEDIN
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LOCATION
Surat, Gujarat, India

CORE SKILLS

- Calendar Management
- Email Management
- Client Coordination
- Follow-Ups & Task Tracking
- Administrative Support
- Social Media Management
- Chatbot
- Instagram Audit & Optimization
- LinkedIn Account Optimization
- Database Management
- Record Keeping
- Online Form Filing
- Meeting Scheduling
- High Volume Workloads
- Business Correspondence

TOOLS & SOFTWARE

- Google Workspace
- Microsoft Office
- Microsoft Excel
- Online Collaboration Tools
- Generative AI Tools

LANGUAGES

English
Professional Working

Hindi
Native / Bilingual

PROFESSIONAL SUMMARY

Dedicated Executive Virtual Assistant with 4+ years of experience supporting founders, entrepreneurs, and small businesses. I specialize in managing day-to-day operational tasks that keep businesses running smoothly, helping busy professionals save time, improve communication, and maintain efficient workflows.

Core Expertise: Calendar & Email Management • Client Coordination • Follow-Ups & Task Tracking • Database Management • Online Form Filing • Meeting Scheduling & Coordination

Proficient in Google Workspace, Microsoft Office, and Excel. Known for being detail-oriented, organized, dependable, and proactive in following through on responsibilities.

WORK EXPERIENCE

Executive Assistant
Joyous Trendz Pvt Ltd | July 2026 – Present

- Provide executive assistance and day-to-day administrative support to management.
- Manage calendars, emails, meeting scheduling and follow-ups.
- Coordinate with clients, internal teams and external stakeholders.

Executive Assistant
M/S Garg & Associates | May 2025 – December 2025 • New Delhi

- Managed follow-ups with clients and stakeholders ensuring timely responses.
- Coordinated between internal departments and external parties.
- Processed online form filing and maintained accurate documentation.
- Managed database records and drafted professional business documents.
- Provided comprehensive virtual assistance and administrative support to senior management.

Office Assistant
M/S Sumit Goel & Co. | April 2023 – May 2025 (2 yrs 2 mos) • New Delhi

- Managed director appointments, resignations, and KYC compliance processes.
- Handled incorporation of Companies and LLPs including name approvals.
- Processed annual filings for Companies and LLPs with regulatory authorities.
- Managed Private Placement of Offer documentation end-to-end.
- Drafted Board Meeting/AGM notices, minutes, and all other statutory documents.
- Coordinated all relevant corporate compliance and administrative work.

EDUCATION

Bachelor of Commerce (B.Com)
Delhi University | 2011 – 2014 • Business / Commerce, General

KEY STRENGTHS

✓ Reliable & Dependable
✓ Clear Communication
✓ Detail-Oriented & Organized
✓ Proactive Follow-Through
✓ Tech-Savvy & Adaptable
✓ High Volume Task Handling