

## Technical Officer/Administrative Staff Profile Template

Venny Joy

Designation: Private Secretary (PS)

Division/Section: Director Cell

☎/+91-755-2730970/2730946 (202),

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✉/[Venny.Joy@icar.org.in; vennyjoy@gmail.com;]

Height 1.6' X width 1.2'



### Professional Experience:

I had joined ICAR-Indian Grassland & Fodder Research Institute, Jhansi on 14.02.1991 as Jr. Steno and worked at IGfRI Jhansi till 21.03.1998. I got transferred to ICAR-Indian Institute of Soil Science, Bhopal and joined on 23.03.1998 as such rendered 34 years service to ICAR happily. I had the opportunity to work with the top notch scientific community of the Institute. Presently I am working as PS to Director, providing crucial administrative and organizational support for the Director. Key duties include managing schedules, handling correspondence, maintaining confidential files, preparing documents and presentations, coordinating meetings and travel plans, act as a first point of contact for clients, visitors, and staff and serving as a liaison for visitors and callers and ensuring the Director's daily operations run smoothly and efficiently.

### Any other information

Discretion and trustworthiness

Punctual, flexibility and adaptability

Good oral and written communication skills

Ability to multitask, to be proactive and take the initiative

Telephone Etiquette: Screening calls, inquiries and requests and deal with them appropriately on behalf of the Director