

Technical Officer/Administrative Staff Profile Template (2 pages only)

Venny Joy



Designation: Private Secretary

Division/Section: Director Cell

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**Professional Experience:**

I had joined ICAR-Indian Grassland & Fodder Research Institute, Jhansi on 14.02.1991 as Jr. Steno, posted with Dr. P.S.Pathak, Head Agro Silvi Pasture Division & former Director of IGFRI Jhansi till 21.03.1998 & got transferred to ICAR-Indian Institute of Soil Science, Bhopal and joined on 23.03.1998 as such rendered 32 years' service to ICAR happily.

Presently working as Private Secretary to Director & had an opportunity to work with the top notch scientific community of the Institute, i.e Dr. K.K.R Bhardwaj PC (MD), Dr. Mohan Singh, PC (MD), Dr. Muneshwar Singh, former Head Soil Chemistry & Fertility Division, Shri K.N.Khan, A.O., Dr. A.K. Mishra former Head Soil Physics Division, Dr. M.V.Singh, former PC (M) & Dr. Arvind K. Shukla PC (MSPE).

Able to process and handle all correspondence and dictation with uncompromised integrity and confidentiality.

I had always tried to maintain the highest level of Punctuality and Reliability

I can easily build rapport with my superiors, juniors and stakeholders.

Always maintains a positive and consummately professional demeanor, with the ability to instill the trust and engagement of others.

Devising and maintaining office systems, including data management and filing.

Receiving visitors from across states of India who come to meet/meeting with Director & arranging their logistic when required.

Organize and maintain business diary and making appointments or reschedule meetings if needed.

Looking after the administrative support which includes carrying out background research and presenting findings, producing documents, briefing papers, reports and presentations.

Computer Competence: Possess a very good knowledge of standard software packages and also have the ability to learn ICAR/Institute-specific software whenever required.

**Any other information**

Discretion and trustworthiness

Flexibility and adaptability

Good oral and written communication skills

Organizational skills and the ability to multitask

The ability to be proactive and take the initiative

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