



NAGA GOUTHAM VALIVETI

Discovery Gardens, Dubai, UAE • +971 558439147 • gouthamvaliveti@gmail.com

Executive Profile

Proven expert in real estate sales and management with more than 7 years of administrative background overseeing customer-focused office processes. Collaborates with C-suite executives to smoothly manage internal and external communication and provide support for day-to-day administrative, financial, and operational tasks. Deft in aligning business objectives with comprehensive administrative knowledge to achieve maximum operational impacts, conserve time and boost efficiency. Manages a diverse range of difficult administrative tasks with minimal oversight. Thrives in a high-pressure, team-focused, and rapidly evolving work setting.

Career Highlights

- Exhibited strong performance while leading to increased responsibilities delegated by the CEO.
- Suggested improvement in the administrative system to maintain administrative standards and procedures; system included executive correspondence, records, etc.
- Effectively managed CEO's calendar to ensure a meeting was never missed; prepared meeting notes to ensure each meeting was conducted successfully.
- Ability to communicate effectively, negotiate deals, and close sales in real estate market.

Skills Summary

Management:	Excellence:	Value-Added Leadership:
Project Coordination	Event Planning	Communication/ Interpersonal Skills
Business Requirements Analysis	Travel Management	Critical Thinking
Operations Management	Client Negotiations	Conflict Resolution
Client Relationship Management	Liaising & Coordination	Team Collaboration

Career Progression

Executive Assistant to CEO
Sri Krishna Ventures Pvt. Ltd.

Jul 2022 – May 2023

KEY RESPONSIBILITIES

Responsible for managing the CEO's schedule, including meetings, appointments, and travel arrangements. Prepare various papers, such as emails, reports, and presentations. To prepare for meetings and projects, conduct investigations and collect data. Accountable for managing all incoming and outgoing communications for the CEO. Manage executive meetings by setting agendas, recording minutes, and completing follow-up duties. Harmonize communication with internal and external partners to ensure efficient information flow. Plan and manage domestic and foreign travel, which includes airfare, hotel, and scheduling. Ensure CEO travel plans align with preferences and availability. Help with organizing and executing unusual tasks and endeavors. Monitor and update the CEO on key deliverables. Keep personal and business matters confidential. Supervise the management staff to ensure the executive office runs efficiently and professionally. Maintain organization and proper operation of office supplies and equipment.

Branch Manager
Build Next Construction Solutions Pvt. Ltd.

Jul 2021 – Jun 2022

KEY RESPONSIBILITIES

Managed daily administrative activities, including office operations, facilities, and support services. Maintained efficient administrative processes and resolved issues promptly. Created and managed the administrative budget to optimize resource utilization. Monitored and regulated spending to align with company objectives and financial goals. Accountable for managing vendor/ service provider relationships and fulfilling service level agreements. Reviewed purchasing procedures to guarantee

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efficient and cost-effective acquisition of goods and services. Managed company facilities to ensure safety and comfort. Organized office space arrangement and distribution. Collaborated with IT to maintain current administrative systems and technologies to meet business needs.

Prior Experience

Feb 2013 - Dec 2017: Telangana State Dairy Development Corporation Federation | IT Admin In-charge MIS Wing

Education

Amrutha Varsha Institute of Technology
B.Com. (Computers)

2012

Personal Information

- **Nationality:** Indian
- **Date of Birth:** 7 December 1990
- **Language:** English, Telugu, and Hindi