**Career in Business Management**

**Details of the person you are interviewing:**

Name: Astra Singh

Designation: Secretary

Q. How does a typical day at work look like for you?

|  |
| --- |
| Well most people just assume that I just sit at a desk and take calls and make appointments but they are quite wrong. I ensure that the company runs according to the policies chosen by our board of directors. I am responsible for the running of the company according to the laws and regulations. |

Q. What are some of the striking features you like about your job?

|  |
| --- |
| I am always on my feet. I have to remain alert all the time, which I really like. I conduct meetings and pass out instructions. I like taking risks and this gives me exactly that. I develop strategies to ensure that our company is always on top. |

Q. What are some of the major difficulties that you have encountered in your job?

|  |
| --- |
| As I said before, being the company secretary can be incredibly stressful. People always look towards you for answers. If anything goes wrong, you are to blame. It is a big responsibility. |

Q. What will be your advice for those aspiring to make a career in this domain?

|  |
| --- |
| If you are a natural leader, this would be a great job for you. Be calm and patient. You need to understand your limits and try to be understanding. You need to be willing to take risks all the time. |

Q. Any other advice?

|  |
| --- |
| Do what you love. Being a secretary is the best thing for me. Patience is something that is useful in any career. So be patient. |