

Rahul Bhatia

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Professional Summary

Organized Administrative Officer with 6 years of experience managing office operations, vendor relations, and administrative budgets. Proven ability to streamline processes and improve efficiency across departments.

Skills

Office Tools: MS Office, Google Workspace, Zoho

Expertise: Vendor Coordination, Travel & Facility Management, Procurement

Other: Event Planning, HR Support, Record Management

Certifications

- **Office Administration Professional (Coursera)**
- **Advanced Excel for Business Operations (Udemy)**

Professional Experience

Administrative Officer – Axis Infotech, Chennai (Feb 2020 – Present)

- **Oversaw administrative budgets, vendor contracts, and documentation systems.**
- **Introduced a digital filing process reducing retrieval time by 40%.**

Office Executive – Starlink Services, Chennai (Jan 2017 – Jan 2020)

- **Managed employee records and coordinated logistics for corporate events.**

Education

Bachelor of Business Administration (BBA), University of Madras (2013 – 2016)

CGPA: 8.4/10