**Priya Joge**

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**Seeking opportunities in Management with an organization of high repute**

**Executive Summary**

A professional with **4 years** of experience in office Management, coordination & Team Management.Excellent Communication skills with vendors, customers and colleagues on resolving problems, transportation, Inward/outward materials, invoicing and other processes.

**Key Result Areas**

* Office Management
* Report & Document Preparation
* Spreadsheet & Database Creation
* Meeting & Event Planning
* Expenses Reduction

**Career Contour**

# Dec’ 19 –Feb’19 worked with Osswal Infosystem Private Limited As Senior Executive Assistant to Managing Director

* Provides executive support in a one-on-one working relationship.
* primary point of contact for internal and external constituencies on all matters pertaining to the Office.
* Manage day to day activities of Director.
* Travelling Plan of Director.
* Manage the To Do's of Director.
* Manage the Appointment & Schedule the meetings on behalf of Director.
* Liaison on behalf of Director.

# April 2018 – November 2019 – Worked with JC Ventures Pvt. Ltd. As Assistant to Bussiness Head (Manager Coordination)

* Coordination with Alliance, Back office, Accounts & Sales team,
* Coordinate executive communications, including responding to emails and interfacing with clients.
* Prepare internal and external corporate documents for team members and industry partners.
* Schedule meetings and appointments and manage travel itineraries.
* Supported the outside sales team in terms of customer needs and project follow- up to generate future business prospects
* Provided upper management with weekly project status updates and estimates.
* Tracked project status and followed up to secure pending orders.
* Arrange corporate events to take place outside of the work place.
* Develop and sustain a level of professionalism among staff and clientele.

# July’2016 to March’18 worked with Aakash Ltd. As Admin & Coordinator

* Coordination with customers and manage operations as per its requirement.
* Manage profit and try to increase on good valuable service to customer.
* Negotiation with vendor and make contract for the same.
* Manage system updating with junior level person.
* Meeting with customers and arrange to solve their query and develop new business with new customer.
* Watch to process the vendor bills timely and same payment will process timely.
* Watch to process customer bills submit timely and make revenue on time.
* Track record of dispatch good acknowledges and submits to customer timely.
* Given the freight solution of existing vendor and introduce new vendor for escalation routes.
* Dedicated office management professional with experience handling a wide range of administrative, technical and executive- support tasks.
* Excel at resolving employer challenges with innovative solutions, systems and process improvements that increase efficiency, customer satisfaction and the bottom line.
* Skilled relationship builder with the proven ability to work with different personality styles.
* Advanced computer skills in MS Office Suite and other applications/system.
* Keeping a track of Stationery items.
* Responsible for scheduling meetings & making all the arrangements.
* Handling Customer Complaints.
* Handling MD’s work as his PA.
* Helping all the managers with their work related to documentation & Content writing, mails

,etc.

* Establishing relationship with different companies.
* Meet different officials from different companies.
* Management of all the tours & travels.

# Worked as Operations Manager for 1 year in Om Classes, Jabalpur

* Development of strategies and procedures that increase efficiency and maximize profits.
* Oversight of day-to-day operations.
* Identification of issues that may affect sales.
* Supervision of members & students.
* Interpretation of data and analytics and report generation.
* Keeping a record of attendance & fees

**Academic Credentials**

* 2015 BE **in Computer Science & Engineering** SRIT , Jabalpur 75%.
* 2011 12" CBSE Board from Maharishi Vidya Mandir, Jabalpur with 63%.
* 2009 10" CBSE Board from St. Aloysius School, Polipathar, Jabalpur with 75.6%.
* **IT Skills:** MS Office, Outlook, internet used.

# Personal Dossier

**Date of Birth :** 10th Feb 1993

**Current Address :** 29, Mangal Nagar Nx, Sukhliya

**Marital Status :** Married

PLACE : INDORE PRIYA JOGE

DATE :