

# Deep Kuchhadiya

Admin Executive

☎ +91 96648 64798

✉ drkuchhadiya001@gmail.com

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## Personal Details

- Date of Birth: 2nd April 2003
- Nationality: Indian
- Marital Status: Single
- Languages: Gujarati, Hindi and English

## Professional Summary

Highly motivated Admin & Facility Executive with 2.1 years of experience in managing daily operations, team coordination, facility management, vendor handling, and documentation across insurance and IT sectors. Proven ability to ensure seamless exam/event logistics, compliance adherence, and cross-functional collaboration. Seeking a challenging role as **Hub Admin Manager** to lead high-impact administrative operations and contribute to organizational efficiency.

Open to learning, leading, and continuously improving to add value to the team and organization.

## Core Competencies

- Ownership & Accountability
- Office Management
- Process Improvement
- Time & Resource Management

## Professional Experience

### **Admin Executive**

*Savitriya Technologies Pvt. Ltd., Ahmedabad*

*Jan 2024 – Present*

- Coordinating with senior management for smooth day-to-day administrative operations
- Leading vendor follow-ups, managing contracts, invoices, and facility supplies
- Supporting HR/Admin with training coordination and document audits
- Tracking key facility performance indicators and reporting irregularities
- Supervising contract staff and monitoring adherence to processes

### **Admin Executive**

*Reliance Nippon Life Insurance Pvt. Ltd., Rajkot*

*May 2023 – Jan 2024*

- Managed backend operations, documentation, and compliance reporting
  - Liaised with clients and teams for field staff coordination and data handling
  - Provided administrative support to senior management and handled scheduling
  - Maintained office records and monitored communication flows
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## Education

### **Bachelor of Science in Microbiology**

*Saurashtra university | [Rajkot, Gujarat]*

*Graduation Date: 06/2023*

## Skills

- **Office Management:** Overseeing day-to-day office operations, including maintaining office supplies, equipment and facilities.
- **Document Management:** Handling and organizing documents, files, and records, both in physical and digital formats.
- **Communication:** Managing communication channels, including emails, phone calls, and correspondence.
- **Data Entry and Record Keeping:** Inputting and maintaining data in databases or spreadsheets.
- **Support to Senior Management:** Providing administrative support to senior executives, such as preparing reports, presentations, and handling confidential information.
- **Vendor Management:** Interacting with vendors, suppliers, and service providers, and managing related contracts and agreements.
- **Technology Proficiency:** Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, and other office management software.
- **MIS & Reporting:** Preparing dashboards, performance reports, and sharing insights with senior management.
- **Technical Knowledge:** Understanding of electrical systems, IT equipment, and infrastructure essentials.
- **Time & Resource Management:** Planning and deploying manpower and materials as per operational needs.

## Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the authenticity of the details mentioned in this resume.

- Deep Kuchhadiya