

AARTI MATAI

Admin & Marketing Coordinator and Makeup Artist

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CAREER OBJECTIVE

- Self-motivated professional having experience in all aspects of assisting Senior Management, coordination, Administration, strive for collective growth and development, while keeping the organization's goals at the precedence and integrating them with that of my own. Looking for challenging work in a reputed organization. Following my passion to work as a makeup artist

PROFESSIONAL HIGHLIGHTS

- Organized and attentive to details
- Dynamic, efficient, diplomatic with excellent interpersonal & strong communication skills
- Ability to work on own initiative, handle work with confidence & firm leadership qualities.
- Smart enthusiastic, committed, persistent, good team player
- Able to work under pressure and strong personal/business ethics.

AREAS OF INTEREST

Administration

Makeup

Marketing

EMPLOYMENT

Dec 2015 – June 2022



Business Manager, **G C Matai & Sons (insurance and investments)**
Mumbai, India

Key responsibilities included:

- Managed and organised monthly renewal notices, sent to all clients on monthly basis with reminders during renewal
- Successfully created all online policies and sent to all clients
- Created quotes for different insurances like Motor, Fire, Health
- Filling of Proposal forms on behalf of the client
- Coordinating with Clients for renewal payments, Claim forms & bills ↔ Maintaining records for all business: - Renewals & New business
- Coordinating with different companies for special policies
- Setting up all data and processes for the company
- Successfully Handled all company Portals
- Maintaining of all files and client data

Admin and Marketing Coordinator, **Hermes India Pvt Ltd**
Mumbai, India

May 2014 – Feb 2015



Key responsibilities included:

- Successfully Managing the calendar, Scheduling Meetings for the Country Head, Drafting Mails on behalf of the country head
- Managing and maintaining the Hermes Stores: coordinating with Vendors, arranging all merchandising materials for the store
- Arranging conferences, managing events for the team
- Making presentation for monthly Sales data
- Managing client data for Pan India

Division Assistant, **Loreal India Pvt Ltd**
Mumbai, India

March 2011- March 2014

L'ORÉAL

Key responsibilities included:

- Assisting the Division Director of Maintaining his calendar, Drafting mails on behalf of the director, Arranging Travel, Scheduling meetings.
- Assisting the entire Division by generating Purchase orders on time, arranging Quarterly cycle meets
- Coordinating with Vendors for Marketing activities
- Making domestic and international travel arrangements for the entire division
- Registering new vendors for new marketing activities and payments
- Handling all administrative work efficiently for the division
- Handling Vichy online website by taking orders and delivering it to the client intime, keeping customer database. Making new initiatives for creating more sales online
- Organizing and Coordinating Zone Visits, Conferences by managing all arrangements such as cost, travel, coordinating with vendors, sending invites, paying attention to details

Executive Assistant to COO, **Baskin Robbins**
Mumbai, India

Key responsibilities included:

March 2008- March 2011

BR Baskin Robbins

- Handled franchise and modern trade agreements for India in operations
- Making month end sales reports for the COO which was presented to the Chairman
- Preparing monthly reports for Productive Calls for all franchise stores. Made new formats which further helped in assessing the stores.
- Preparing minutes of MRMs,
- Handling Data and Processes pan India operations
- Drafting letters for the COO. Scheduling appointments and meeting for COO. Arranging COO's travel plans
- Worked on new product lines at store level. Did workings on new projects BR café, Ice cream fondue, Belgian waffle.
- Handling administrative working for the office
Currently made store dossier for the Chairman for 400 stores with entire information of the franchise and their entire background/laws.

Traffic Assistance, Korean Air
Mumbai, India

March 2007 – Feb 2008

Key responsibilities included:

- Handled Counter check in and Successfully managed Business class & First-class Passengers
- Handled passengers and other formalities for Departure and Arrivals
- Managed all administrative work in the back office

Ground Hostess, **Cambata Aviation Pvt Ltd**,
Mumbai, India.

Jan 2006 – Nov 2006

Key responsibilities included:

- Handled Counter check in and Successfully managed Business class and First-Class Passengers
- Handled passengers and other formalities for Departure and Arrivals
- Managed all administrative work in the back office
- Handled MAAS – VIP passengers and Diplomats of different countries

○ EDUCATION

- Makeup and Hairstyling From Academy of freelance makeup, Dubai (2022)
- Diploma in Business Management from NMIMS, Mumbai (2009-2010)
- Bachelor of Arts From University of Mumbai, India. (2005)
- Higher Secondary Certificate from Mithibai College, Mumbai (2002 – 2004)
- Secondary School **Certificate** from Mithibai College, Mumbai (2000-2002)

○ SKILLS

- MS-Office
- Basic Computer Services

○ TRAININGS

- People Management
- Product Knowledge
- Communication Interpersonal skills
- Time Management

○ REFERENCES

- References can be provided if required.

○ OTHER INFORMATION

- Father's Name: Deepak Matai
- Date of Birth: 7th September 1984
- Nationality: Indian
- Marital Status: Single
- Religion: Hindu
- Languages: Hindi, English