# **AARTI MATAI**

Admin & Marketing Coordinator and Makeup Artist

Mobile (971) – 528268776





#### 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.

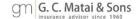
#### AREAS OF INTEREST

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

Key responsibilities included:

#### March 2011- March 2014



- 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

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- 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

Key responsibilities included:

March 2007 - Feb 2008

- 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

## **O 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

## **O TRAININGS**

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

#### O REEFRENCES

References can be provided if required.

## **OTHER INFORMATION**

Father's Name: Deepak Matai
 Date of Birth: 7<sup>th</sup> September 1984

Nationality: IndianMarital Status: SingleReligion: Hindu

Languages: Hindi, English