

**OBJECTIVE**

Obtain a full time position to employ my administrative and organizational skills.

**EDUCATION**

- Bachelor of Arts (Psychology) - December 2001  
Saint Louis University
- Launch Code - LC 101

**WORK EXPERIENCE**

**Papa Murphy's Take & Bake Pizza, Swansea, IL**

Manager/Owner

Jan 2014 – Aug 2016

- Built and setup the business from ground up.
- Trained the team in providing personalized customer service and maintain high standards of professionalism and excellence.
- Managed a team of 20 with their daily scheduling and payroll process.
- Successfully implemented food safety regulations and safety standards.
- Maintained inventory controls.
- Reconciled daily shifts, banking, accounts receivables and payables.
- Maintained and organized company bookkeeping and financial records.
- Reviewed employment applications, conduct Interviews and call for references.

**Phillips 66, Maryville, IL**

Manager/Owner

Apr 2003 – Aug 2005

- Purchased an existing business and doubled the revenue within 6 months.
- Stabilized employee turnaround and cut down on hours required for training new employees.
- Maintained inventory controls.
- Reconciled daily shifts, banking, accounts receivables and payables.
- Maintained and organized company bookkeeping and financial records.
- Reviewed employment applications, conduct Interviews and call for references.

**Social Security Office, E. St.Louis, IL**

Trainee

Aug 2002 – Jan 2003

- Process disability claims.
- Help individuals to process their Social security Income.

**Royal Relax Inn & Royal Budget Inn, Fairmont City, IL**

Manager

Sept 1998 – Sept 2003

- Managed a staff of 8 employees with their daily scheduling and payroll process.
- Reconcile daily shifts, banking, accounts receivables and payables.
- Maintain and organize company bookkeeping and financial records.
- Trained employees to provide personalized customer service and maintain high standards of professionalism and excellence.

**The Village Of Fairmont City, Fairmont City, IL**

Operations Clerk

Nov 1993 – Sept 1998

- Responsibility included processing data entry and accounts.
- Manage payrolls and banking.

**LANGUAGES**

Excellent communication skills in English, Hindi, Gujarati and also know basic Spanish.