



SHRADDHA RATHI

CAREER OVERVIEW

MBA with specialization in Finance Management with experience in overall nearly 7 years in Office Administration Manager / Sales Coordinator / Ass Relationship Manager / Back-office activities.

KEY COMPETENCIES

- Time Management Skill
- Material Handling Skill
- Strategic Prioritization
- Financial Planning Skill
- Advance in Microsoft Office
- Comprehensive Problem Solving
- Communication & Interpersonal Ability
- Record Keeping

CONTACT

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WORK SUMMARY

Office Admin / Sales Coordinator

Riddhi Engineering Company – Since Aug 2014 till Now

- Developing & maintaining filing system, sales record, prepare report and provide financial information to the department.
- Submitting invoice to the clients, handling order by cold calls, mails. Sending reminders to clients regarding receivables and SO.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Responsible for meeting a monthly and annual sales target. Track of stock in godown & placing PO.
- Submit timely reports and prepare presentations /proposals as assigned.
- Resolving customer problems as needed.
- Making SO / PO / Quotations/Performa Invoice.

Asst. Relationship Manager

Truepower Systems - Since May 2013 to July 2014

- Maintaining good relationship with clients.
- Identifying key contacts at potential clients to foster a relationship.
- Understanding the problems of clients & giving the better solution Growing the business by identifying new sales & business development opportunities
- Resolving customer's complaints in a prompt & professional manner.
- Regular correspondence with customers/ Dealers Clients
- Maintaining excellent service in order to maintain a positive reputation for business.

BEYOND CURRICULUM

- Certificate in computer accounting Tally 7.2, ERP with A grade from Deepshikha Institute.
- **Online Submission of Forms (402 / 403 / road permits/ TDS)**
- **Proficient in MS office Outlook, Advance Excel (V lookup, Pivot Table) MIS Reporting, MS Access, PowerPoint and usage of Internet.**
- Participated in Marathons and received certificate & medals
- Participated in Help Care Society (A charity Association working national vides for the cause & care of girl child) won Silver medal.

PERSONAL DOSSIER

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DOB	22nd May 1986
Sex	Female
Marital Status	Married
Language Known	English / Hindi
Hobby	Gardening, Music
Spouse Name	Sudhir Rathi
CTC	Rs 22,000/- PM
Address	D 304 Ashray Platina , New Ranip, Ahmedabad

WORK SUMMARY

Office Administrator

***A.B.Suppliers Pvt Ltd (C&F TAFE) –
Since May 2010 to Aug 2012***

- Meeting and greeting clients, maintaining office documents.
- Managing Office orientation for new employees Present new product & services and enhance existing relationship.
- Submit weekly progress report handling correspondence with customers/ Dealers Vendor registration, new enlistment and generating enquiries.
- Scheduling meetings and appointments within the office

ACADEMIC BACKGROUND

- **2010 MBA in Finance Management from Symbiosis, Pune secured 75%**
- **2010 M.Com with specialization in Business Administration from University of Rajasthan secured 63%**
- **2008 B. Com from University of Rajasthan (Kanoira College) secured 65%**
- **2005 Higher Secondary (12th) from Rajasthan Board secured 70%**
- **2003 Senior Secondary (10th) from Raj. Board in 2003 secured 65%**