



Sangeeta Punjabi (Shah)

Manager -Administration & Corporate Affairs

Experienced administrative professional with 15+ years of expertise in critical administration areas, including HR and Sales, seeking a challenging role to contribute leadership skills and enhance organizational success while continuing personal and professional development



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Ahmedabad, India



04 October, 1986



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SKILLS

Financial Management

Communication & Coordination

Team leadership & Training

Recruitment

Operational Efficiency

Security & Safety Oversight

Procurement Proficiency

Vendor Management

Government liasoning (PR- Proficiency)

INTERESTS

Reading

Travelling

WORK EXPERIENCE

Manager -Administration & Corporate Affairs

Redbricks School (Redbricks Early Years Pvt. Ltd.), Ahmedabad

04/2015 - 12/2023

Ahmedabad , India.

Achievements/Tasks

- ▣ **Administrative Expertise:-** Proficient in budget preparation, vendor management, and recruitment processes. Skilled in coordinating training programs, library & store management, managing transportation and overseeing kitchen operations.
- ▣ **Interdepartmental Communication and Management :-** Effective liaison with external offices, vendors, and interdepartmental teams. Supervision of campus maintenance, event/exhibition management
- ▣ **Comprehensive Campus Oversight :-** Financial management, security supervision, and conducting departmental audits. Expertise in managing First Aid and Nursing services, ensuring a well-rounded administrative approach.
- ▣ **Human Resource :-** Employee engagement events planning, employee retention counselling, Interviews & Training sessions.

HR ASSISTANT CUM ADMIN EXECUTIVE

Praveg Communication Pvt. Ltd (09/2013 - 03/2015)

Human Resource Management: Expertise in assisting with manpower planning, recruitment, selection, attendance management, and payroll processing, including employee discipline, compliance, and assistance to the manager in HR-related tasks, as well as organizing cultural activities for the team. **Administrative Operations and Logistics Management:** Proficient in overseeing daily admin operations, inventory, vendor management, and petty cash management. Skilled in planning logistics for employee travel, accommodations for official tours, and managing housekeeping and office maintenance, ensuring seamless administrative processes

Kamdar Carz Pvt. Ltd. (09/2011 - 08/2013)

HR Assistant

Essar India Ltd. - Vodafone (06/2008 - 01/2009)

VAS Officer (Operations)

ICICI Bank Ltd (Third party payroll) (03/2006 - 05/2008)

Executive - Sales Coordinator (Consumer Durable)

CERTIFICATES

First Aid -(Lifeline foundation) (2016)

Basic first aid, CPR, emergency management

World class Housekeeping through 5S (Japanese Technology) - AMA- 2017

Japanese skill of material / document management

HONOR / AWARDS

Top Gun Award (2008)

EDUCATION

Bachelor of Arts (2006)

Gujarat University