

CURRICULUM VITAE

Ashwini N. Bhavsar

❖ **Summary**

A highly motivated, enthusiastic, and devoted administration professional, with 10 years of experience who strives to ensure that all tasks are successfully accomplished within time.

Key skills:-

- Experienced communicator from a service and manufacturing industry and a team player.
- Implementation of 5S Management system
- Powerful documentation using MS - office, power point etc.
- Manage stocks, inventory, petty cash, etc.
- Vendor management, Facilities Management, Office Administration
- Facilities events and functions.
- Housekeeping and all admin function.

❖ **Objective**

Achieve Professional career growth through building Competence and Confidence through Continuous Learning and applying the same in day to day working.

❖ **EDUCATIONAL QUALIFICATION**

Exam	Broad/ Uni.	Year of passing	Percentage
S.S.C	G.S.E.B.	May 2001	73.57
H.S.C	G.S.E.B.	May 2003	69.67
B.Com	Gujarat Uni.	May 2006	61.66
Diploma in Financial Market & Insurance	Gujarat Uni.	2006 - 2007	58.67

❖ **WORK EXPERIENCE**

Organization: EMBEE CORPORATION.

Designation : Executive Assistant Cum Export Co-ordinator

Duration : 01/08/2015 till date

Job Profile :

- One point of contact for all the oversea agents, customers for Export/ Import.
- Preparing MIS and coordinating with production dept, dispatch dept and other various dept for the same.
- Arrangements for the travel requirements like Visa, tickets, passports, currency exchange and others.
- Working towards the branch sales meet, sales reports with targets etc.
- Preparing and drafting proforma invoice, work order, documents, letters and other official documents.
- Develop open and transparent communication channels in the organization.
- Ensuring the proper follow up of reports, rewards, and disciplines.
- Ensuring smooth running of 5S, HR strategies and implementations like attendance, leave management, salary, employee's engagement activities etc.

Organization: .Sheth Developers

Designation : Admin Executive

Duration : 01/10/13 TO 31/07/15

Job Profile :

- Maintaining Attendance Register, Salary Register, Leave record, joining formalities etc
- Looking after Vendor Management end to end (Quotation, negotiation and finalization)
- Handling Director's dairy, Office Administration, Transportation, Budget Planning, Housekeeping, Travel desk accommodation etc.
- Branding – Printing and Advertising in different web portals and Newspapers.
- Coordinating with HO and managing service agencies like Manpower supplier, Security, Staff management, Canteen ,Water Purification, Waste disposal, Pest control, Courier etc in the most optimal way.

Organization: Gulmohar Greens - Golf & Country Club Ltd.

Designation : Admin Executive

Duration : 01/04/2010 to 28/02/13 (Left due to pregnancy)

Job Profile :

- Handling various administrative and operations activities at club for the events and routine work.
- Build corporate relationships with customers.
- Follow up activities of various agencies for Maintenance and Housekeeping and Facilities Management
- Coordinate with different departments and HO at club and ensure activities are running smoothly
- Prepare MIS reports on daily basis.
- Ensure housekeeping and maintenance of the premises.

Organization : AHLADA GROUP OF COMPANIES

Designation : Customer Relation Executive

Duration : 25/02/2007 to 31/03/10

Job Profile : Building and maintaining Relationships with the Customers

Co-ordinate with HO and the branch staff for the smooth operation of branch office.

Responsible for back office operations such as inventory, maintaining petty cash, follow up for quotations and payments

❖ **PERSONAL DETAILS**

Name in full : Ashwini Nilesh Bhavsar

Date of Birth : 07th May 1986

Sex : Female

Marital Status : Married

**Present Address : D/603, Sahaj Solarium, Opp. Maruti Service Station
New Vasna, Ahmedabad - 380007. (Gujarat)**

Mobile No. : 91 9974276707

Email : chaudhari.ashu2011@gmail.com

Language Known : English, Hindi, Gujarati & Marathi.

❖ **DECLARATION:**

I hereby declare that the above-furnished Information is true to the best of my Knowledge.

Place :

Signature of Applicant

Date : / / 2017

Bhavsar Ashwini N.