

YOGESH SOLANKI



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AHMEDABAD, INDIA-382481

PROFESSIONAL SUMMARY

- Experienced Back Office Assistant/Executive with over 5 years of experience in AMC Govt. Sector Work. Excellent reputation for resolving problems and improving officers/Customer satisfaction.

SKILLS :

- Document management
- Project Coordination
- Administrative Support
- Computer MS Office, Internet, Hardware Basic
- Communication With Customers
- Customers and Client relation

EDUCATION :

Bachelor of Commerce

Gujarat Arts & Commerce College
Ahmedabad, Gujarat.

HOBBY : To Know About Latest Technology

- Always try to know about how to use latest technology in our work space via Mobile, Computer etc.

LANGUAGES :

Gujarati : Native Language

Gujarati : Proficient

Hindi : Advance

English : Elementary

WORK HISTORY

M R ASSOCIATE – Back Office Assistant/Executive

AHMEDABAD, INDIA- 09/2017 – Current

- New tender preparation like to ready tender required documents, fill up and submission of tender offline and online on Govt. website and regularly check till tenders open, after open tender process also.
- After passing our tender I will to maintain tender work like Companies provided Labour, Drivers, vehicles all will be managed on regular bases.
- Monthly collection of vehicles logbook and provide blank logbook.
- To Generate Bills and send them to the relevant dept. for payment procedure then I will make it clear from the pre-Audit and Account dept.
- After completion of all these procedure i follow-up till bill amounts will be credited in company account.
- Make RTGS/NEFT sheet and expenses Voucher of all the Company's Employees, Labour and Drivers Monthly payment.
- Managed and maintained file system covering expenses, reports and support documentation.
- Routed business correspondence, documents and messages to correct departments and staff members.
- Solved problems timely and effectively, ensuring Officers/Customers (Dept.) satisfaction and also guide employee how to solve problems.
- Maintain Office Stationery and other regular required items stock levels.

Overall Work :-

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders inventory and place orders
- Assist in vendor relationship management