

# AMRITA MEHTA

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## SUMMARY

Experienced Administrator with 10+ years of experience in office management and customer service. Skilled at creating efficient processes, managing calendars, and providing administrative support. Professional Administrator with expertise in database management and data entry. Proficient in MS Office, customer relations, and office organization. Detail-oriented Administrator with a background in accounting and bookkeeping. Skilled at problem solving, creating reports, and maintaining records. Dedicated Administrator proficient in a wide variety of software programs Expertise in data entry, customer service, and organizational tasks. Resourceful Administrator with strong multitasking and communication skills. Skilled in scheduling, filing, and document management.

## SKILLS

- Teamwork
- Leadership
- Organization
- Problem Solving
- Creativity
- Attention to details
- Planning
- Negotiation
- Communication
- Time Management
- Work Ethic

## WORK EXPERIENCE

### Sikko Industries Ltd.

Admin • April 2017 - January 2024

- Verification of the Dealer Form and supporting documents.
- Provide the LR copy of dispatch materials for marketing staff.
- Responsible for KYC of New Employee. Collect the required documents and complete the further process.
- Attending the customer call on landline and forwarding the same to the concerned person.
- Managing and maintaining the attendance and salary report of H.O and Marketing Team.
- Taking the regular follow-up with B2B customers for Overdue.
- Conducting and giving Software (Tracking Software) training to the Marketing Team.
  - (1) Product knowledge.
- Maintaining the complete purchase order process end to end.
- Communication with client, marketing team and warehouse team.
  - (1) Initiating the purchase order.
  - (2) Tracking the purchase order.
  - (3) Dispatching the purchase order.

### Memory Graphics Pvt. Ltd.

Admin • December 2012 - November 2016

- Managing and maintaining the attendance and salary report of H.O.
- Product knowledge.
- Maintaining the complete purchase order process end to end.
- Communication with client, marketing team and warehouse team.
  - (1) Initiating the purchase order.
  - (2) Tracking the purchase order.
  - (3) Dispatching the purchase order.
- Attending the customer call on landline and forwarding the same to concerned person.

## EDUCATION

### GUJARAT UNIVERSITY

B.A with First Class • 2004 – 2007

### ASHISH HIGH SCHOOL

SSC with 67% • 2001 – 2002  
HSC with 61% • 2003 – 2004

## LANGUAGES

Gujarati  
Hindi  
English

## HOBBIES

- Travelling
- Reading
- Sports
- Cooking
- Doing Creative Things