**AARTI MEHTA**

Home No: (02717)658586 Mobile No: 940 957 8886 email: anmehta1981@yahoo.co.in

**Career Objective**

To utilize my People Management & Operation Management skills towards achieving a challenging career in a growth oriented and leading edge organization; which recognizes and values individual contribution and provides opportunities for mutual growth and advancement; taking up all kind of challenges, pressure and will do the best for the company under management guidance.

**Experience Summary**

* Nearly 6 years of experience in Business Administration – includes Process Management, Team Management , Vendor Management & Facility Management.
* Possess excellent interpersonal, communication and analytical skills with demonstrated abilities in vendor relationship management.
* Always been the bridge between the vendor and employer.
* Proven skills in managing team to work in sync with the corporate set parameters and motivating them to do best in administrative tasks.

**Education**

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| --- | --- | --- |
| 2012 | Cert III – Business Administration | Set Solutions, Melbourne, Australia |
| 2005 | Bachelor of Laws | Saurashtra University, Rajkot, Gujarat |
| 2003 | Master of Commerce | Saurashtra University, Rajkot, Gujarat |
| 2001 | Bachelor of Commerce | Saurashtra University, Rajkot, Gujarat |
| 1999 | Diploma in Commercial Practice | Gandhinagar University, Gujarat |
| 1996 | Secondary School | Sister Nivedita School, Rajkot, Gujarat |

**Employment History**

Oct 2012 – Till date Administration Executive

Aldiablos BPO Ltd.

*Key Responsibilities*:

* Vendor Management
* Facility Management
* Filing – all documents
* Counseling
* Team Management
* Cost Management
* Accounts/cash Management

|  |  |
| --- | --- |
| Oct 2006 – April 2010 | Administration Assistant  Transfield Services, Brisbane, Australia  *Key Responsibilities*:   * Perform Clerical duties * Information Processing * Word Processing * Data Entry * Invoicing * Answering phone calls |
| Jan 2002 – Jun 2005 | Personal Assistant/ Stenographer  Morvi Court Judge, Rajkot District, Gujarat.  *Key Responsibilities:*   * Stenography and typing all cases * Minute taking * Diary management * Filling |

**Core Competencies**

* Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize employer satisfaction level.
* Interfacing and coordinating with vendor and Management team to ensure operation efficiency.
* Handling front desk efficiently whenever it requires.
* Does cost cutting to make budget more effective.
* Does recruitment whenever it requires and counseling of female staff.

**Skills**

|  |  |  |
| --- | --- | --- |
| **Category** | **Name** | **Proficiency** |
| Administration | Microsoft Word | Advanced |
|  | Microsoft Excel | Intermediate |
|  | Microsoft Power Point | Intermediate |
|  | Microsoft Outlook | Intermediate |
|  | Microsoft Publisher | Intermediate |
|  | Stenography | 100 Wpm |
|  | Typing | 50-60 Wpm |

**Personal Dossier**

**Date of Birth** 11th February, 1981

**Mailing Address** 12, Hariom Residency, Nr. DPS School, Chocolatey Road, Ghuma

**Languages Known** English, Hindi & Gujarati

**Hobbies** Listen to Music & Outing

**References**

Available upon request (Aarti Mehta)