**Ashish S. Patel**

Contact No: 6357102102 Email: [ashishspatel69@gmail.com](mailto:ashishspatel69@gmail.com)

**Job Objective**

To be part of an Organization which provides an opportunity to prove my skills & to give

my best for the development of company & myself.

**Synopsis**

Over 15+ years of experience on the position of EA/PA, HR-Admin, Business Development and Commercial Work. An effective communicator with exceptional relationship building skills; problem solving & organizational abilities.

**Education**

* B.Com (Accounting) from Gujarat University in2001.
* HSC (Accounting) from VijayNagar Higher Secondary School Naranpura in 1998.

**Areas of Expertise**

* Developing, managing and monitoring the performance of multi-skilled work force and conceptualizing need-based training programs for performing business operations.
* MIS, Customer Care, Payment and Order Follow up, Interview, Joining and exit Process, Facility, infrastructure and Travel desk management, Scrutinize PL and Insurance application, Coordination with different department, data entry, Presentation preparation, Review Expenses, Salary and Process, Training arrangement and Induction, KYC – AML document review, Expense Management and assist to senior management.

**Organizational Experience**

**Iconsultera Pvt Ltd** Dec’20 to Conti….

HR & Admin Officer

**GTC Oil Field Services Pvt Ltd** Aug’19 to June’20

**Executive Assistant to MD**

**DWSPL** Aug’17 to Jul’19

**Executive Assistant** to MD (Retainer basis)

* Plant visit along with Director.
* Prepared Agenda, MOM, ATR and Follow up.
* Data Management and Letter/Email Drafting.
* Maintained Filing system.
* Travel desk management i.e Air/Train ticket, Hotel and Cab booking.
* Prepared PPT.
* Coordination between Plant and Account Dept.
* Administration work given on time to time basis.

**N K Industries Ltd @Kadi** Oct’16 to Aug’17

**Executive Assistant to Director-Tech.**

* Meeting arrangement as per schedule.
* Collect data from various department and Prepared MIS for Director.
* Prepared PPT.
* Review email and other correspondent.
* Travel desk management i.e Air/Train ticket, Hotel and Cab booking.
* Coordinate and follow-up with all departments for data.
* Administration activity of Director office
* Manage appointment and Guest welcome.
* Drafting letter or mail as require by Director.
* Took care of claim and follow-up of Director’s Reimbursement.
* Prepared meeting presentation.

**Sterling Lam Ltd**  Apr’13 to Aug’16

**Executive Assistant**

* Correspondence and communication with Pan India Distributor and Marketing people for Target vs Achievement, Payment, Product and promotion material and product related query.
* Worked as Bridge between Marketing Team and Plant for different query and requirement.
* Coordinate and manage promotional activity and materials.
* Communicated to Distributor, Marketing people for dispatched status and stock availability.
* Took care of reimbursement of marketing people.
* Coordinate for Exhibition stall design, invitation, manage promotional material, booked hotel and travel arrangement.
* Prepared MIS for Daily, MTD and YTD sales, Receivables and Customer Complaint.
* Review DCR and Expenses of Marketing Team.
* Follow-up and coordinate for Dispatched and POP material.
* Travel Desk Management.

**Sarjen Systems Pvt Ltd** Nov’11 to Jan’13

**Admin Manager**

* Managed Travel Desk. (Air, Train and Bus Ticketing, Visa process etc.)
* Reviewed expenses and vendor management.
* Searching New Vendor and negotiation.
* Infrastructure and Facility management.
* Maintained AC, EPBX, UPS and their AMC.
* Coordinate for ISO Audit for HR,IT and Business Development.
* Prepared Sales dead and other document for possession of Bungalow
* Coordinate with Torrent Power and Municipal corporation electricity and taxes related issue.
* Managed Petty Cash

**Aviva Life Insurance India Ltd** Jun’08 to Feb’10

**Executive Assistant**

* Arranged Meeting and follow up as per require.
* Prepared MOM.
* Maintained Filing and Records.
* Prepared Power Point Presentations, Correspondence, Reports and Agendas.
* Prepare Expense and Claims and follow up with Head Office.
* Complaint received analyzing and gives resolution as per IRDA policy.
* Screening, scrutinizing, logging in and forwarding applications for policies.
* To arrange appointment for medical examination.
* Complete Co-ordination with Sales Managers, Underwriting Dept., Client Service.
* Liaison with Head Office & Branches.
* Training & educating Insurance Advisors and Sales Manager.
* Coordination with Bank to open Bank Account.
* Coordinated in various activities.

**Standard Chartered Finance Ltd (A Subsidiary of Standard Chartered Bank)**

**Business Support Executive - PL Sep’05 to Jun’08**

***HR & Admin activity***

* Looked HR activities like Joining – Exit, Induction, Performance Review and Training arrangements.
* Tracking and Maintained attendance and leaves as per policy.
* Maintain database of employees.
* Coordination with Bank to open employee’s Salary Accounts.
* Review Salary Statement.
* Coordinated with Regional HR and National HR Team for day to day HR related activity.
* Arranged KYC – AML and Product training for new join.
* I was taking care of welfare activities of the Employees.
* Liaison with Regional, Head office and Vendor.
* Communicate all corporate communication to all employees.
* Educate to all employee about company’s latest news, policy, structure and development.
* Visit branches for Review DSR systems and Admin facility.
* Checked and process claim and follow up with Head office
* Vendor Management.
* Took care of Petty Cash for General Expenses.
* Manage Travel Desk including Ticket booking, Hotel booking, Cab Arrangement Visa Processing etc.
* Prepared site visit report monthly basis.
* Took care of Facility management and infrastructure issue.
* Managed compliance and non-compliance activity.
* Liaison with Fraud Control, Collection and other departments.
* Preparation of MIS data, compiling and analyzing sales data, generating MIS reports, Presentation of Sales data to the sales team.
* Managed DSA – DM and DSA – IM compliance and risk activity.
* Prepared monthly and half yearly budget for branches.

**Computer Proficiency**

**> MS Office, Windows and Internat**

**Personal Details**

Contact Details : Nirnaynagar, Nr.Gota, Ahmedabad, Gujarat

Language Known : English, Hindi and Gujarati

Gender : Male

Date of Birth : 18th July, 1979

Current Salary : 35000/-

Expected Salary : 50000/-