

profile To obtain a challenging position in a reputed company where my resourceful experience and my academic skills will add value to the organizational operations. Professional experience EXECUTIVE ADMINISTRATIVE ACCENT MICROCELL PVT LTD.

INDIA JUN 2019 - PRESENT Answer and direct phone calls.

Organize and schedule meetings and appointments.

Maintain contact lists.

Produce and distribute correspondence memos, letters, faxes and forms.

Assist in the preparation of regularly scheduled reports.

Develop and maintain a filing system.

Order office supplies.

Book travel arrangements.

Submit and reconcile expense reports.

Provide general support to visitors. ADMINISTRATIVE EXECUTIVE

AASHIRWAD AUXI CHEM

INDIA APR 2016 - MAY 2019 Manage office supplies stock and place orders.

Prepare regular reports on expenses and office budgets.

Maintain and update company databases.

Organize a filing system for important and confidential company documents.

Answer queries by employees and clients.

Update office policies as needed.

Maintain a company calendar and schedule appointments.

Book meeting rooms as required.

Distribute and store correspondence (e.g. letters, emails and packages).

Prepare reports and presentations with statistical data, as assigned.

Arrange travel and accommodations.

Schedule in-house and external events. ASSISTANT HR & ADMINISTRATIVE

ACCENT MICROCELL PRIVATE LIMITED INDIA JUL 2014 - MAR 2016 Assist with the day to day operations of the HR admin department.

Solved all the general HR enquiries, administration and correspondence.

Ensure all paper work received is scanned and saved both electronically and manually.

Managed sickness records and the overall sickness administration of the company.

Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.

Substantiates applicants' skills by administering and scoring tests.

Schedules examinations by coordinating appointments.

Welcomes new employees to the organization by conducting orientation.

Provides payroll information by collecting time and attendance records.

Submits employee data reports by assembling, preparing, and analyzing data. JUNIOR ADMINISTRATIVE EXECUTIVE BHAGWATI RICE MILL INDIA JAN 2012 - APR 2014 Handle all phone calls and make sure to solve the problems.

Handle expenses, logistics, scheduling and other office duties with the help of senior.

Create an improved procedure for collecting invoices and filing all related paper work to ensure correct billing.

Act as the point of contact between the executives and internal/external clients.

Undertake the tasks of receiving calls, take messages and routing correspondence.

Handle requests and queries appropriately.

Maintain diary, arrange meetings and appointments and provide reminders.

Monitor office supplies and research advantageous deals or suppliers.

Produce reports, presentations and briefs.

Develop and carry out an efficient documentation and filing system. EDUCATION MASTER OF ARTS (PSYCHOLOGY), 2011

GUJARAT UNIVERSITY, INDIA BACHELOR OF ARTS (PSYCHOLOGY), 2009

GUJARAT UNIVERSITY, INDIA languages English

Hindi Gujarati