

HIMANI RAVI VIBHAKAR

A-41, NEELDEEP AVENUE , OPP PRIYADARSHINI TOWER, JUDGES BUNGLOW ROAD, BODAKDEV , AHMEDABAD- 380054

+91 9601494270

sweetyjsk@gmail.com

Dear Sir,

Thank you for taking the time to review my resume. My resume is enclosed for your assessment. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

#### JOB PROFILE

- \* Maintain & Monitor daily attendance & report continuous latecomers and absenteeism of staff employees contract workmen.
- \* Housekeeping Management Handling all general activities of office administration for smooth functioning of admin department.
- \* Ensuring smooth functioning of allied teams like Housekeeping, pantry, security, vendor dealing and taking necessary approvals as per requirement.
- \* Purchasing, Ordering, stock maintaining and distribution of office supplies and maintaining track of the time.
- \* Coordinating with various vendors, keeping track of various office admin bills.
- \* Coordinating travel and accommodation for official guests, Managing and updating company assets.
- \* To conduct Morning meeting and record keeping of action points of meetings.
- \* To prioritise conflicting needs & handles matters proactively and strong follow up on activities to successful completion of admin activity.
- \* 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.

I hope you will find that I am qualified for the position you are trying to fill. Please let me know, If I can provide you with any further information on my background and qualifications. I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

HIMANI RAVI VIBHAKAR



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AVENUE,OPP.



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BODAKDEV, AHMEDABAD -  
380054  
,INDIA GUJRAT



# HIMANI RAVI VIBHAKAR

## About Me

Seeking a challenging opportunity as Administrative Assistant where I can develop my skills and along with that could work for the profitability of the firm.



## Education

2007 - 2010

COLLEGE OF INTERNATIONAL MANAGEMENT INSTITUTE -  
SURAT | AIRLINE MANAGEMENT



## Experience

2010 - 2012

R K HOLLIDAYS | Internship

2012 - 2015

Supersil Architecture Products PVT LTD | Admin Work

2015 - 2017

Ancient Healing Wellness PVT LTD | ADMINISTRATION CUM  
INCHARGE

2017 - 2020

Fastbooktrip Agency | Sales Executive



## Other Info

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### Skills

- \* Strong Interpersonal and Communication skills
- \* Ability to work in a team with diverse background
- \* Sincere and Hardworking
- \* Adaptability to new environments

### Interest

- \* Internet Surfing
- \* Visit new places
- \* Tracking & Hiking
- \* Photography

### OTHER

#### COMPUTER EXPERIENCE

- \* Micro soft office
- \* Data Entry
- \* Tally 7.2

### Languages

ENGLISH,HINDI AND GUJRATI

### MARITAL STATUS

MARRIED

### DATE OF BIRTH

08/FEB/1990