

Curriculum Vitae

ROSHANI TIRKAR

5, Santkrupa Soc., Opp. Baldevnagar,
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(B.com., M.com.)

Career Objective

To grow as a mature & Experienced Individual in a professionally managed organization to achieve my individual goals & contribute towards the progress of the organization with the best of my potential

Professional Experience:

Employer: Avanse Financial Services Ltd.

Designation: Senior Executive Admin

Tenure: 12th September,2019 to 6th February,2022

- 1) Managing customers by greeting, welcoming and redirecting them appropriately.
- 2) Notifies company personnel of visitor arrival.
- 3) Maintains security and telecommunication system.
- 4) Keep a safe & clean reception area by complying with procedures, rules and regulations.
- 5) Answering incoming calls, taking messages and redirecting calls as required
- 6) General office management such as ordering stationary & maintaining stationary register
- 7) Arranging both internal & external events
- 8) Providing administrative support to the employees
- 9) Book hotels for HO guests
- 10) Communicate with hotel management's and schedule meetings
- 11) Managing petty cash reimbursements
- 12) Maintaining customer register, inward and outward courier registers
- 13) Helping to IT team for working easily
- 14) Providing support to the staff and helping them in the task
- 15) Updating notice boards regularly
- 16) Checking on housekeeping services
- 17) Providing every items with minimum costs & best quality
- 18) Sending vendor invoices to HO team
- 19) Creating vendor empanelment when required
- 20) Responsible for office hygiene
- 21) Decorating office on festivals within given budget
- 22) Updating attendance of employees to HO
- 23) Joining & Exiting process of employees
- 24) Physical assets & maintaining excel

Academic Background

Degree/Course	Institute	Board/ University	Year	% / CPI
M.COM	GUJARAT UNIVERSITY	GUJARAT UNIVERSITY	2021	54%
B.COM.	H .A. COLLEGE OF COMMERCE	GUJARAT UNIVERSITY	2019	69.5%
H.S.C	SADHANA VIDHYALAYA	G S E B	2016	73%

Key Skills

- Effective management of costing
- Deterministic
- Effective oral and written communication skills
- Self Motivated
- Multitasking
- Initiative & Problem solving skills
- Good time Management Abilities
- Customer focus
- Get organized

Computer / Technical Knowledge skills

Expert in using all application software of Microsoft Office.

Personal vitae

Date of Birth : 24th June, 1999
Language Known : English, Hindi, Gujarati
Hobbies : Listening Songs, Exploring new locations
Marital Status : Married

Place: - Ahmedabad

(Roshani Sondarva)