

Contact

7383690395
divyamike121@gmail.com

Skills

Analytical Skills
Responsible
Flexible

Languages

English
Hindi
Gujarati
Sindhi

Divya Shankar Khemani

MBA Finance | Ahmedabad

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth

Experience

Alankit Limited.

Front Desk Executive
Nov 2019 - Jan 2021

Responsibilities:

- Answer, screen and forward any incoming phone calls while providing basic information when needed.
 - Receive and sort daily mail/deliveries/couriers.
 - Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges).
 - Update appointment calendars and schedule meetings/appointments.
 - Coordinating the interview process with Recruitment Team.
 - Inventory Management.Using Terminal Placing orders if required.
 - Quality Checking of pan forms and uploading them further.
 - Accepting the forms from the clients and updating them about the status.
- Solving the queries as well as guiding them.

Education

Master OF Business Administration (M.B.A)

Finance
Gujarat Technological University (GTU)
2023 (Full time)