

Administrative

Phone 8733991324

Location Jashodanagar, Ahmedabad.

Administrative professional provides prompt response to customer requests, maintaining confidentiality and communicating effectively.

● Communication	● Critical thinking	● Appointment Scheduling	● Billing Services
● Customer Satisfaction	● Employee Management	● Employee Relations	● Leadership
● Internal Communications	● Payroll Administration	● Office Administration	● Team Management
● Time Management			

Field Of Study	School	Location	Date
Commerce	B R J P PARDIWALA ENGLISH MEDIUM SCHOOL	Valsad	Start Date – End Date

2 years experience as sales head in a leading manufacturing company	Start Date	End Date

SS SODA MACHINE MANUFACTURING COMP

DANILIMDA

Manage the customer and fulfill their requirements as per their needs.

Handles a team of 12 members in sales department.

After sales, services and payments follow up.

Staff selection as well as payrolls.

Overall staff and plant management.

2 years experience in a service providing firm as a manager

Start Date – Present

Ashapura Enterprise

Bapunagar

Overall management of plant as well as office staff.

Handles sales and purchase department.

Handles payrolls of office staff as well as labour staff.

Handles a team of 5 to 6 members including production as well as quality department and also handles payment follow ups.

LANGUAGES

● English

● Hindi

● Gujarati

DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

MUSKAN KURESHI

Date

