

Riddhi Panchal

Ahmedabad, Gujarat

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Work Experience

Receptionist cum Office Assistant

Armoise hotel - Ahmedabad, Gujarat

March 2016 to January 2020

- Acting as the point of contact between the executives and internal or external colleagues
- Organising meetings and booking meeting rooms
- Handling correspondence directed to managers
- Making travel arrangements and detailed travel itineraries
- Taking dictation and minutes and writing them up subsequently
- Producing reports and presentations
- Maintaining the current filing and database system, and looking for ways to improve current systems
- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

Sales Executive

SKYWARDS ORGANIZATION - Ahmedabad, Gujarat

March 2018 to May 2019

- organising sales visits
- demonstrating and presenting products
- establishing new business
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- negotiating contracts and packages
- aiming to achieve monthly or annual targets.

Project manager

Satnpaper – Work from home

June 2020- present

- Taking care of the Student's prep throughout the journey
- Was the sole responsible of Student's score (Increase/ decrease)
- Handling/ scheduling meeting
- Handling a Team
- Being Accountable

Education

Bachelor's in BBA - Bachelor of business administration

Ahmedabad university - Ahmedabad, Gujarat

April 2018 to February 2021

Skills / IT Skills

- Microsoft
- Erp
- Management