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,

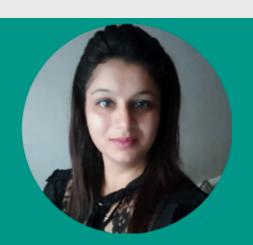
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 ,INDIA GUJRAT



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

Skills

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

Languages

ENGLISH, HINDI AND GUJRATI

MARITAL STATUS

MARRIED

08/FEB/1990

Interest

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

OTHER

COMPUTER EXPERIENCE

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