**Curriculum Vitaé**

12, Shishir Apartment,

Ganesh Gali,

Maninagar,

Ahmedabad - 380 008.

**ALPA S. SHETH**

**B. Com. LL.B. Mobile 1 : 9427341194**

**12 years experience Mobile 2 : 9998955678**

**shethalpa99@yahoo.com**

**Career Objectives**

* To exploit my academic knowledge and my zeal to excel in the field of Back Office Operations for the growth, development and benefit of the organization as well as enhancement of personal knowledge and skills.
* To remain in the growth-stage of learning curve and thereby contribute positively and continuously to attain organizational objectives.

**Educational Qualifications**

* B.Com. from Mumbai University in the year 1992 with Second Class.
* LL.B. from Bhavnagar University in the year 1996 with Second Class.

**Computer Skills**

* Operating System : Windows
* Applications : M.S.Office
* Internet : Info Search, E-Mail, Chat
* Accounting : Tally 9 ERP (Basic knowledge)

**Experience**

* Working as an Office Assistant / Account Assistant at Shri Ambica Polymer Pvt.Ltd. Prahladnagar, Ahmedabad since Sep-2016 till date
* Worked as an Office Assistant / Administrator at Amrut International Vijay cross Road, Ahmedabad since FEB 2015 to Sep-2016

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**Experience (Contd.)**

* Worked as an Office Assistant / Account Assistant at Surgicon Healthcare Pvt. Ltd., Ashram Road, Ahmedabad from March 2013 to March 2014.
* Worked as a Manager at Sanskruti Stores, Panchvati, Ahmedabad from February 2012 to February 2013.
* Worked as an Office Assistant at Maruti Plasto Engineers, Ghodasar, Ahmedabad from December 2008 to January 2012
* Worked as an Office Administrator cum Sales Executive at Koutons Junior, Maninagar, Ahmedabad from November 2006 to November 2008.
* Worked as a General Manager at Riddhi Enterprise, Pirchhalla Street, Bhavnagar from October 1996 to December 2004.

**Personal Details**

* Name : **Alpa Shashikant Sheth**
* Father's Name : Shashikant Bhanjibhai Sheth
* Husband's Name : Dilip Sumatilal Mehta
* Date of Birth : August 28, 1972
* Gender : Female
* Languages Known : Gujarati, Hindiand English.
* Nationality : Indian
* Marital Status : Married
* Hobbies : Music, Movies, Reading and Traveling.

Date :

Place : Ahmedabad

**(Alpa S. Sheth)**

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**Here with update my current profile and my current salary (take home salary) is 240000/- p.a.**•  Handling administration related to documentation, liaison with insurance company and coordinate with CHA for Custom formalities.  
•   Liaison for all the  formalities of export related documentations and keep track of all the export documentation  
•  Dealing with International Customers for export of cargo, providing sample, product information, sending Proposal  and follow up for final agreement  
•    Banks submission and maintain the record  
•   Continue coordination with supplier.  
•    Issue, code and authorize purchase orders  
•    Responsible to maintain  petty cash  
•    Maintain the leave management system  
•    Responsible for entire admin department.  
•   Responsible for Domestic as well International dispatch and documentation.  
•    Responsible for attendance and leave track report.( Factoryand office)