

9624097396 [swsimt@gmail.com](mailto:swsimt@gmail.com) Bopal, Ahmedabad

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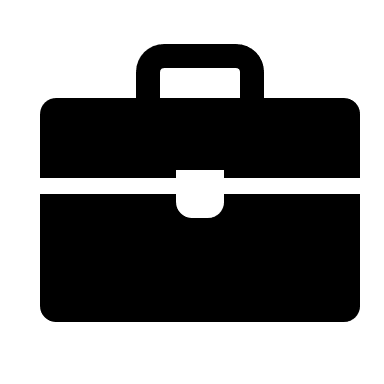
**Sweety Mehta Upadhyaya** Administrative Officer

**CAREER OBJECTIVE:**

With 9+ years of work experience in Admin and Back Office, want to consistently strive towards perfection in the field through optimal utilization of my knowledge, strengths with full commitment and conviction to become a valuable asset for my organization.

**RELEVANT INDUSTRIES:**

Education Pharma I.T Jewellery Travels & Tours

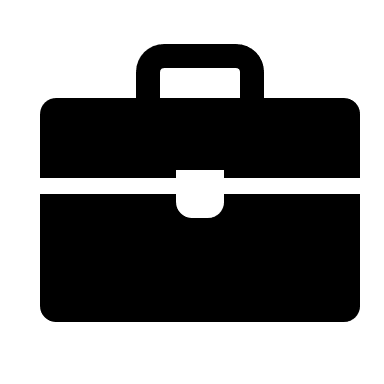
**WORK EXPERIENCE:**

**Doon School Of Excellence** Jan’ 2017 – April 2020 (3.4 years)

New Maninagar, Ahmedabad

**Administrative Officer**

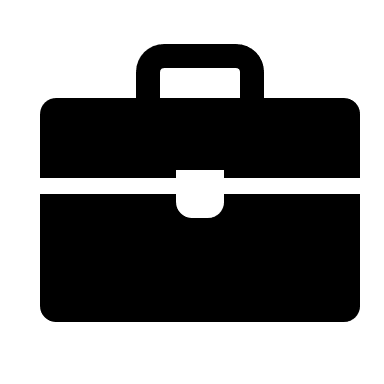
* Counselling with Parents in terms of New Admission Inquiries, Procedure related to New Admission, Document collection and updating the same in relevant data. Handling documentation submission procedure of parent in concern to rectification of student data with D.E.O
* Taking care of fees related matters such as Entering Fees collection in system (Regular and New Admission) and maintaining the fees data, pending fees follow up. Issuing of Tax Receipt as per request related to fees paid etc.
* Solving complains of Parents (if any) by coordinating with Faculty and management, back support to faculty and management in terms of student data. Maintaining student document files as per GR no.
* Entering New Admission Student details in General Register (GR) and maintaining and updating the as per the requirement. Preparing Leaving Certificate (L.C) of student as per the application, issue of Bonafide Certificate etc.
* Maintaining Important files like related to Management like DEO( inward – outward correspondence), Kharai Forms (verification of LC submitted), Inspection Files, Aadhar and Dise Data, RTE Data etc

 **Pfizer Limited** April 2010 – June 2012 (2.3 years)

S.G Highway, Ahmedabad

**Regional Executive Assistant (REA)**

* Handling back-office work
* Daily follow-up with the field colleagues
* Checking expense statement and punch in EXRE •Maintaining sales data as well as field data.
* Preparing expenses and tickets, mails of RBM •Solving problems of PSO regarding thier leave updates and samples
* Sending sales data on daily basis to field colleagues •Prepare presentation for RBM every month
* Tickets booking as per Tour program of RBM •To coordinate with bank for expenses or account related queries of field colleagues
* Maintaining leave records of field colleagues •Dispatch of material to field colleagues
* Updating and taking care important files and documents for submitting at Head Office

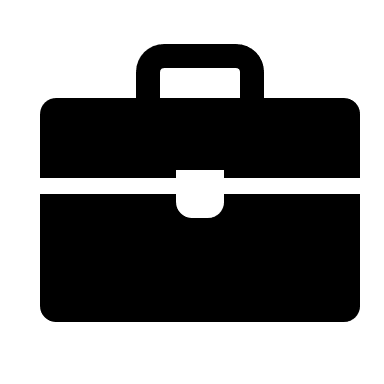


**Online Netsys (I) Pvt Ltd.**  Oct’ 2008 – Jan’ 2009 (4 months)

Andheri, Mumbai

**Executive – Administration & HR**

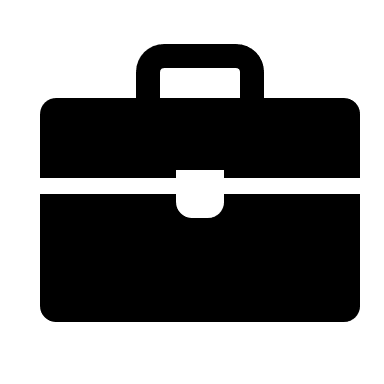
* Administration: To handle the administration of the organization, housekeeping activities, organizing staff travel arrangements, etc.
* Human Resource (HR): Only HR executions of the company for all national branches. Looking after all aspects like recruiting people as per the organization requirement all over India, executing appointment and resignation related formalities. Maintain records of staff personal details, and leave's, etc.

**Polygon DMCC**  July 2006 –August 2008 (2.2 years)

Colaba, Mumbai

**Assistant – Administration & HR**

* Administration: To handle the administration of the organization, Organizing staff travel arrangements, Arrangements for trade show and other trade events.
* Human Resource (HR): Only HR executions of the company. Looking after all aspects like recruiting people as per the organization requirement, execution process of appointment and resignation related formalities. Maintain records of objective, goals, performances, and leave's, etc. to help top level management on day today decisions.

**Shree Madhuram Travels and Tours**  March 2004 – May 2005 (1.3 years)

Mumbai

**Trainee**

* First point of person of any kind of tour requirement and important role played in international tours in terms of visa and documentation procedure, execution on ticketing and tours plans as per client's requirement, to take care of hotel booking and other arrangement.

**EDUCATIONAL QUALIFICATIONS:**

* Diploma in Human Resource Management (DHRM) Grade A+ (73%)

Welingkar Institute of Management and Research, Mumbai January 2008

* Bachelor OF Commerce (B.com) 1st Class (60%)

Malini Kishore Sanghavi College of Commerce and Economics, Mumbai March 2006

* Higher Secondary Certificate (HSC) 1St Class (63%)

Malini Kishore Sanghavi College of Commerce and Economics, Mumbai March 2003

* Secondary School Certificate (SSC) 1St Class (61%)

J B Khot High School, Mumbai March 2001

**PERSONAL FACTS:**

**Extra-Curricular Activities**

* Participation in the cultural program's
* Participated in Dramatics

**Hobbies and Interest**

* To work on creative job (Pot designing, greeting card making etc)
* Dancing

**Skills**

* Good Listener
* Ability to learn new things
* Silent Individual towards work

**PERSONAL DETAILS:**

Date of Birth : 30th March 1984

Father's Name : Mr. Bhadresh Mehta (Self Employeed)

Husband's Name : Mr. Chintan Upadhyaya (HDFC, Manager)

Languages Known : English, Hindi & Gujarati

I hereby declare that all the information provided by me is factual and correct to the best of my knowledge and belief.

Sweety C. Upadhyaya