**Ushma Sheth**

Subject : Job Application

Dear Sir/ Madam,

I have relocated to current area from last several months. Here now exploring new Job Opportunities for better future and growth. As my resume reveals, I’ve more than 6 Years of experience in several field with standard listed organizations. I enjoy working in high energy and high performance work environment.

I’ve enclosed my resume for more information. I would like the opportunity to share my experience and the ways in which I can contribute to the team and organization as well as I can also get the chance to get more knowledge from your organization.

I would appreciate to hearing from you soon.

Thanking You.

Ushma H. Sheth

Mobile : +91 8460 344908

**Name : Ushma Harsh Sheth**

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Ahmedabad.

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**Objective & Abilities**

* Seeking challenging position utilizing my following abilities with extensive knowledge,

1) Office Management & Office Coordinating Abilities

2) Department Process, Operation & Management Abilities

* Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.
* Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
* Offer computer skills in MS Office Suite and other applications/systems.
* Possess a pleasing personality, sound health, Good presentation skills, and result oriented approach to problem solving.
* Familiar with office method.
* Team Work: Believe in team work, however can perform confidently if left to work alone.
* Leadership: Have developed the ability of leading of team, motivate & train them to accomplish targets & goals.
* Hard work: Firm believes in hard work, punctuality and commitment to work.
* Good communication skill.

**Key Skill**

Office Management Records Management

Teambuilding & Supervision Meeting & Event Planning

Staff Development & Training Expense Reduction

Policies & Procedures Manuals Familiar with MS Office

**Education**

Gujarat University, Ahmedabad, Gujarat 2006

Bachelor of Commerce Successfully Completed

**Experience**

* Organisation : WANNG HARSYS SDN. BHD

Job Title : Admin cum Account Coordinator

Joining Year : January 2015 – March 2017

Work As : Full time Employee

* **Main areas of Responsibility :**
  + Major Scope of work for Company’s Administrative and Account work.
  + Preparing Customer’s Inquiry for Sales or Service- support (Presales & post Sales)
  + Preparing Customer’s Quotation, Purchase Order & Sales Requirement.
  + Preparing Customer’s Invoices, Delivery order and arrangement of goods delivery.
  + Maintaining comprehensive filing system.
  + Preparing company’s Cheque issuing system for Internal Staff and vendors/Supplier as well.
  + Prepare and process staff claims.
  + Prepare & maintain Bank reconciliation.
  + To co-ordinate with company’s staff and customers.
  + Constant Monitor Company’s Administrative work includes banking, Stock and Sales.
  + Maintaining Staff Requirements and Company Policies.
  + Maintain Utilities and Issue Suppliers Cheque, Payments, Internal Staff payments etc.
* Organisation : Max line Transportation

Job Title : Admin cum Account Coordinator

Joining Year : April 2014 – December 2014

Work As : Full time Employee

* **Main areas of Responsibility :**
  + Management of the owner’s diary and appointments.
  + Preparing Customer’s Quotation and Sales Requirement.
  + Maintaining comprehensive filing system.
  + Ensure Company’s human resources are used efficiently and effectively.
  + Handling Payroll & Salary including proper leave and proper deduction.
  + Assist in developing, implementing, maintaining and reviewing of company policies, rules & regulation.
  + To handle company’s SQL accounting and basic entries.
  + To co-ordinate with company’s staff and customers.
  + Constant monitor company’s Income-expenditure
  + Maintaining Staff Requirements and Company Policies.
* Organisation : Hallmark Security System (CCTV Company) (India)

Job Title : Sales Co-ordinator

Joining Year : 2011 – 2014

Work As : Full time Employee

* **Main areas of Responsibility :**
  + Management of the Chairman’s diary and appointments
  + Help Chairman manage output, workflow and office deadlines
  + Take and relay accurate and timely messages from telephone callers, and answer queries where possible
  + Collect and open all mail addressed to the Chairman (Subject to event)
  + Liaise with relevant individuals, external organizations etc. to arrange meetings, prepare agendas and draft minutes
  + Maintain a comprehensive filing system
  + Co-ordinate Chairman’s travel in conjunction with in-house travel group
  + Arrange local transportation when necessary
  + Undertake any other duties as requested by the Chairman
  + Looking forward for customer’s post sales services.
  + Enquiry calls from the customers to be resolved on time.
  + Writing up accurate and grammatically correct sales correspondence.
  + Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* Organisation : Y – Option Media (P) Ltd (SEO Google Edwards) (India)

Job Title : Team Lead (Sales)

Joining Year : 2009 – 2011

Work As : Full time Employee

* **Main areas of Responsibility :**
  + Deliver the team sales target
  + Deliver the required volume of effective coaching
  + Deliver client service level agreements and KPIs
  + Manage and motivate the sales and quality performance of a team of up to 15 Sales Advisors
  + Ensure Advisors are delivering individual sales targets
  + Maximize productivity
  + Report and distribute management information highlighting areas for improvement and those of concern and opportunity
  + Recommend and implement operational process and platforms improvement
  + Appraise and develop staff
  + Work towards and implement best practice

* Organisation : Just Dial Pvt Ltd. (Search Engine ) (India)

Job Title : Sr. Telemarketing Executive cum Lead

Joining Year : 2007 – 2008

Work As : Full time Employee

* **Main areas of Responsibility :**
  + Provide qualified leads and book appointments for the sales team, to generate new business
  + Follow up marketing campaigns and events to generate new prospect leads by telephone, identifying and qualifying opportunities for new business
  + Engage and interact with decision makers at a senior level to identify new and emerging business opportunities
  + Build effective relationships with potential clients and existing customers, by use of appropriate questioning, clarification and language
  + Identify and qualify opportunities for cross selling Causeway products to generate business and increase profitability
  + Recommend and implement operational process and platforms improvement
  + Appraise and develop staff
  + Work towards and implement best practice
  + Taking care of customer’s revenue and their services.
  + Looking on company’s sales and personal sales target.
  + Maintaining Team member’s attendance, leaves and their sales targets.

**Subject of Interest**

Making New Friends, Painting, Listing Songs

**Additional Details**

Nationality : Indian Birth Place: Indore

Marital Status : Married Date of Birth : 18/03/1986

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and beliefs.

Sincerely,

Ushma H. Sheth