**GITESH KATBAMNA**

**Email: giteshvk1981@gmail.com**

**Mobile: 8779399464**

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| ***Objective*** : |
| To seek a challenging position in the industry that needs innovation, creativity, dedication and enables me to continue to work in a challenging and fast paced environment, leveraging my current knowledgeandfostering creativity with many learning opportunities. |

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| ***Educational Qualification :*** |
| * Passed T.Y.B.Com with 2nd class from Mumbai university * Passed H.S.C. with 2nd class from Maharashtra State Board * Passed S.S.C. with 2nd class from Maharashtra State Board |

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| ***Professional Experience :*** |
| ***Gufic Biosciences Ltd***  *Oct 2021 – Jan 2022*  *Executive - Admin*  ***Arham Star (Diamond Export Company)***  *August 2004 to Oct 2021*  *Office Admin cum Assistant*  **Roles & Responsibilities:-**   * Client Management, Hotel Booking, Cab booking * Looking after smooth functioning of office premises. * Follow up with the vendors/agencies for timely invoicing once the PO is approved * Coordinating with the team for all the information & dispatching the mails as per the given requirement. * Coordinating with departments for couriering documents / cheque to all the locations at a given deadline. * Arrangement of company gift * Processing Daily cheques .i.e. Outward, Outward return, Inward & Inward Return * Handling all the expenses of the office. * Effectively handling the debtors. * Taking feedback from clients. |

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| ***Personal Information:*** | |
| **Nationality** | Indian |
| **Date of Birth** | 3rd December 1981 |
| **Languages Known** | English, Hindi, Gujarati, Marathi. |
| **Hobbies & Interest** | Workout and Listening Music |

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| ***Address:*** |
| 2nd Floor, 105, Sadhana Bldg, Narayan Dhruv Street, Nagdevi Street, Mumnbai – 400003. |