Curriculum Vitae

**RUCHI B. SHARMA**

Email: gulmahors @gmail.com

Mob: 9904924155; 9408087286

**CAREER OBJECTIVE:**

Administrative Assistant with strong interpersonal and organizational skills with a keen ability to multitask with a variety of challenges and responsibilities.

**SKILLS & PROFICIENCIES:**

* MS Word.
* MS Excel.
* Planning and Scheduling.
* Written communication.
* Customer Services.
* Interdepartmental co-ordination.
* Internet Research.
* Telephone Reception.
* Transcription.
* Purchasing.
* 40 wpm Typing0 0Speed.

**PROFESSIONAL EXPERIENCE:**

Vadilal Chemicals Ltd

Ahmadabad

Admin Assistant

From 19th March 2010 to 31st July, 2011

Worked as an “Admin Assistant” with the following responsibilities:

* Co-ordinates and perform a range of staff as well a operational support activities for the unit serve as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide Administrative/ secretarial support for the department/division such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.
* Operating personal computer to compose and edit correspondence and memoranda from dictation, verbal direction, and from knowledge of established department/division policies; prepare, transcribe, compose, type, edit, and distribute agendas and minutes of meetings.
* Schedule and coordinate meeting, interviews, appointments, events and other similar activities for supervisors, which coordinating travel as well as lodging arrangements.
* Establish, maintain, and update files, databases, records and other documents, develop and maintain data and perform routine analyses and calculations in the processing of data for recurring internal reports.
* Sort, review, screen and distribute incoming and outgoing mail, prepare, compose and ensure timely responses to a variety of routine written inquiries.
* Printing, maintenance and other services.
* Train and lead student employees and lower graded staff as and when required.

**Pharma Chem**

Commercial Assistant

From 5th Jan 2003 to 27th March 2006

Worked as a “**Commercial Assistance**” with the following responsibilities

* Handling office operations
* Maintained inward- outward register.
* Maintained spares issue, utilization
* Payment collection and control on receivables.
* Maintained orders, stock, invoice, cash-bank, sales, and Asset register.
* Payment deposited in Bank.
* Reconciliation on monthly basis.

**Shiv Finance**

Sales coordinator

From 1st May 2006 to 15th Dec 2007

Worked as a “Sales Coordinator” with the following responsibilities:

* Handling walk-in clients.
* Visit clients to collection team.
* Coordinate to collection team.
* Prepare complaint register and all complaint solve on deadline.
* Handle corporate client.
* Coordinate with tally calling department
* Handle all agency activities. ( including Operations, Customer Services and Sales)
* Preparation of Voucher, Sales and collection report.

**PROFESSIONAL QUALIFICATION:**

* MBA (Finance)
* M.Com from Saurastra University in 2006.
* P.G.D.C.A. from Saurastra University in 2008.

**ACADEMIC QUALIFICATION**

* B.com in Accounting from Saurastra University in 2004.
* H.S.C in Commerce from Gandhinagar Board in 2001.
* S.S.C from Gandhinagar Board in 1999.

**STRENGTH AND WEAKNESS**

My Greatest strength is my, I am a confident person who is ready to handle difficult situations, I like to take challenges and I am enthusiastic about the work that interest me.

**EXTRA CURRICULAR ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year of Passing** | %AGE/ DIVISION |
| GCC (Government Commercial Certificate) w.p.m Gujarati Type | December 2002. | 61% |
| GCC (Government Commercial Certificate) w.p.m Gujarati Type | December 2002. | 71% |

**HOBBIES AND INTEREST**

I have a great interest in “**Reading, Writing, & Talking with unknown person”**. These hobbies help me to de-stress myself and also help me to improve my interpersonal skills.

**PERSONAL DETAILS**

Fathers Name : Mr. Bharat A. Sharma

Cont Address : “Gulmahor” Block No: 27/B, Saibaba Society, B/h Bus Stand, Junagadh.

Date of Birth : 09/04/1984

Marital Status : Separate

Nationality : Indian

Languages Known : English, Hindi and Gujarati.

**DECLARATION:**

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

Place: Junagadh Ruchi B. Sharma