

Ameedhara Christian

5A-2, Republic Christian society, Nr. Old society Church, Maninagar(E),
Ahmedabad, Gujarat.

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OBJECTIVE

Seeking An Assignment Where New Ideas Can Be Developed, Where I Can Learn & Improve My Skills Which Will

Enable Me To Produce The Best For My Employer.

OVERVIEW

➔ A competent Admin. Professional with 8 + years of experience in different sectors.

➔ An honest, result-oriented, Soft spoken & hardworking person with loyalty, Good communicational &

supervising skills, Decision making, Demonstrate sense of urgency, Ability to multi-task, Good listener & kind

hearted, Willingness to learn new things.

➔ Expertise in overall Administration including AMCs, pantry, housekeeping, garden, vehicles, guest house

management, self correspondence, outstanding payments, office equipment purchase, Recruitment and

Customer Service .

ORGANIZATIONAL HIGHLIGHTS:

March 2018 To March 2021

(Dewlogics) [Last drawn - INR 22,000 p.m.]

Sr. Administrative Officer

- Handling client concerns and complaints
- Business correspondence, Sending emails
- Completing customer service tasks such as placing orders for customers and explaining products and services, resolving issues and queries.
- Recruitment, on boarding of new employees.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Communicating with upper management and employees
- Scheduling appointments for clients, supervisors, and/or employers
- Booking travel itineraries for management, employees, or job candidates
- Scheduling conference or meeting rooms for in-office meetings
- Handling daily bookkeeping tasks.

- Taking regular inventory of office supplies. Ordering office supplies when the inventory is running low
- Organizing office files in a way that can be easily accessed and understood by employees
- Maintaining office equipment including scanners, fax machines, printers, and telephones
- Maintaining social media accounts for the organization
- Gathering and organizational paperwork on all employees