



## Ameetdhara 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.*

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## 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.

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## ORGANIZATIONAL HIGHLIGHTS:

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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

*Jan. – 2011 To March-2016*  
*(Riddhi Food Products)*  
*Administrative Officer*

- Maintaining & purchasing office Equipment & supplies. Providing high-level administrative support by handling petty cash, Travel, Advertisements, Housekeeping, Security, Pantry, correspondence, mails, scheduling staff meetings.
  - Recruitment, Employee Relations, maintaining & updating employees' records, employee welfare.
  - Liaisoning with Government officials, maintaining relations with clients.
  - Outstanding payments, AMCs, Insurance of vehicles, office and guest house premises, updating when and where required
  - Demonstrate sense of urgency, high attention to detail, establish work priorities and ensure deadlines are met and procedures are followed, Taking follow up.
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*Feb.-2008 to Dec. 2009. (Contract)*  
*(GVFL Ltd.)*  
*Admin Executive*

- Maintaining & purchasing office equipment & supplies, handling petty cash, correspondence, mails.
  - Maintenance of the office premises, Housekeeping, etc. and all general Admin work.
  - Insurance of vehicles, office and guest house premises.
  - Recruitment, scheduling meetings, Purchases & Payments, AMCs.
  - Demonstrate sense of urgency, high attention to detail, establish work priorities and ensure deadlines are met and procedures are followed
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*Jan.-2005 to Jan.-2008*  
*(MD-Exports)*  
*Asst. Manager-Admin*

- Maintain Relations with Customers & Clients, Liaison with Govt. offices, Correspondence, Purchases & Payments, AMCs
  - Maintenance of the office premises, Housekeeping, Security, Pantry etc.
  - Preparing internal notes, Scheduling staff meetings. Supervising to ensure smooth flow of activities, ensure clean ambience
  - Recruitment Process, Maintaining employee records, Taking follow up.
  - Demonstrate sense of urgency, high attention to detail along with ability to multi-task.
  - Display a professional degree of communication skills in person, on phone, by e-mail.
  - Establish work priorities, ensure deadlines are met and procedures are followed.
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*Feb.-2001 to Dec.-2004*  
*(CARE Office equipments)*  
*Customer Care Executive*

- Immediate service & back office management coordination with the Customer
- Service executives to evaluate waiting time and call traffic management.
- Drafting mails to communicate with different companies and with existing clients.
- Interacting with seniors for feedback on Service levels and identifying critical areas, that need immediate Attention, taking follow ups.

ACADEMIC:

2008-2010      Executive MBA in HR(Online) - Isles International University, Ireland

1997-2001 Bachelor of Commerce - Gujarat University

ADDITIONAL QUALIFICATIONS:

2014/15 Fashion Design(Diploma) - ICECD

2012-13 Diploma in Web Design - KrazyPixels Institute

2002 Certificate in Computing [CIC] IGNOU

COMPUTER SKILLS:

MS-Office, Outlook, Internet

PERSONAL DETAILS:

D.O.B. : 5<sup>th</sup> March, 1979

Marital Status : Unmarried

Gender : Female

Languages known : Gujarati, Hindi, English

Ref : Can be given on request

I would love to hear from you!

Please call 997-9590107

or email at [me\\_dhara12@hotmail.com](mailto:me_dhara12@hotmail.com)

Thanks 