



# MOHIT MEHTA

## PROFESSIONAL SUMMARY

Experienced Admin Officer with 4 years of impact across E-commerce, auditing, and management training. Proven excellence in Microsoft Office suite, including PowerPoint, Excel, and Word, with a strong grasp of phone sales and broker's market analysis. Skilled in auditing processes, providing guidance, and ensuring quality standards. Adept at multitasking and managing administrative responsibilities effectively.

## WORK EXPERIENCE

### Front Office Executive - Sodexo Services India Pvt Ltd.

2023 - 2024

- Serve as the first point of contact for clients and visitors.
- Provide assistance and information regarding services and products.
- Help organize meetings, conferences, and other events.
- Manage logistics and arrangements as needed.
- Oversee daily front office operations.
- Ensure the reception area is organized and welcoming.

### E-Commerce Executive - Just Dogs Spalon Pvt Ltd

2022 - 2023

- Oversee the online store's functionality and user experience.
- Manage product listings, including descriptions, pricing, and inventory.
- Manage customer inquiries and support through various channels (email, chat, social media).
- Foster customer loyalty through targeted communication and promotions

### Recruiter - IMS Group

2021 - 2022

- Understand client needs, company culture, and job requirements.
- Collaborate with client stakeholders to define job descriptions and specifications.
- Build and maintain a talent pipeline for current and future hiring needs.
- Track and analyze recruitment metrics to assess performance.

### Admin Officer - Eximious Global

2021 - 2022

- Oversee day-to-day office operations and maintain a productive work environment.
- Prepare and organize documents, reports, and presentations.
- Handle phone calls, emails, and correspondence efficiently.
- Ensure compliance with data protection regulations.

### Quality Analyst - Teleperformance

2020 - 2021

- I have 1 year of experience with Teleperformance as a Quality analyst (Axis bank process). My main responsibilities were to audit sales calls and to provide appropriate guidance for the mistakes observed in an audit sheet to their respective Team leaders.

## CONTACT

+91 7043311705

mmohit753@gmail.com

## EDUCATION

2024 - AAFT Online

Diploma in Event Management

2018 - HSC

## SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Gujarati (Fluent)

## **RAMP ASSISTANT - GLOBE GROUND INDIA Pvt Ltd**

2019 - 2020

- Help load and unload baggage and cargo, ensuring proper handling and placement.
- Coordinate with ground crew and other personnel to ensure smooth operations.
- Ensure that ground support equipment is operational and available for use.
- Monitor and track baggage handling to minimize lost or delayed luggage.
- Assist with the identification and resolution of baggage issues.

### **Professional certification**

Completed professional certification Airport Management training, From  
Aerostar Jet Training Academy (2017-18)

### **Internship**

#### **Destination Wedding**

**Agency :-** Iskara Celebrations

**Role :-** F&B

#### **Corporate Event**

**Agency :-** EEMA

**Role :-** Remote Work

### **Declaration**

I hereby declare that the above-mentioned information is true and best of my knowledge.

**Mohit Mehta**