

## **Admin & Operations Head**

### **ANJALI RATHORE**

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Enjoying challenging briefs & able to work to an excellent standard under considerable pressure whilst presenting a positive image to clients & colleagues. Now looking for a competing position and challenging obligation in a reputed organization to efficiently deliver the competencies for the continued growth and viability of the organization.

### **Academic Credentials**

- ◆ Master of Business Administration (Major Finance, Minor Human Resource ) : Shri Vaishnav Institute of Management Indore 2013
- ◆ Bachelor of Commerce : Shri Cloth Market Kanya Vanijya Mahavidyalay Indore 2002
- ◆ Higher Secondary : Govt. Malav Kanya Girls Higher Secondary School 1999

### **Career Record**

**Achivement:** Won the title **Back Bone of The Company** in 2018 for continuous performance and support.

Won the title for Admin, **Best Performer in Support Function** (Admin, IT and HR), Evitamin Ignite Awards 2022

### **Evitamin Business Consulting Pvt. Ltd.**

Designation: Admin Head & Operations Manager (September 2015 to Present)

#### Key Deliverable

- ◆ Whole sole SP Central Amazon responsibility
- ◆ Managed Flipkart and Amazon Seller Account
- ◆ Managed Seller's Listing
- ◆ Managed Amazon projects like STEP, ELEVATE, OHL
- ◆ Handling leads and assigning
- ◆ Taking Follow-ups on that
- ◆ All operational work management across different teams
- ◆ Handling seller escalations
- ◆ Attendance Management
- ◆ Office Management
- ◆ Manage new Hiring
- ◆ Employee Retention
- ◆ Calendar Management
- ◆ Inventory Management
- ◆ Leave Management
- ◆ Handling Office Work
- ◆ Event Organizing

## **Admin & Operations Head**

- ◆ Filling Documents
- ◆ Cash Handling
- ◆ Project Handling
- ◆ Employee Engagement

### **First Source Pvt Solutions Ltd.**

Designation: CSA (Customer Support Associate) (September 2007 to April 2008)

### **Commerce academy Indore**

Designation: Receptionist and Counselor (April 2005 to October 2005)

### **Technical Proficiency**

MS Office (Word, Power Point, Excel)

Accounting Software: Tally ERP 9.3

Proficient knowledge of Computer and Internet Applications

### **Strength:** Problem solver

Leadership Quality  
Team Management  
Quick Learner  
Can give Performance under Pressure  
Planning and Timely Execution  
Multitasking  
Trustworthiness  
Determination  
Enthusiasm  
Analytical skills  
Good Observer

### **Personal Dossier**

Date of Birth : 22 November 1980  
Father's Name : Late Shiv Kumar Rathore  
Mother's Name : Smt. Pushpa Rathore  
Linguistic skills : Hindi, English  
Disability : Physical Handicap (problem in Walking)  
Nationality : Indian  
Address (P) : Mayavilla 08 Sector D1 Treasure Fantasy, Near Surya Mandir, CAT  
Road Indore MP 453331

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### **Acknowledgement**

I do hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

Sign:

Anjali Rathore

Date