

# Dharam Ajaybhai Kathrecha

**Address:**

Jalaram society street no 4, street of 'Chamunda pan', B/H  
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## Summary

Emotionally intelligent and computer-savvy Administrative Assistant with an Associate's degree in Business Administration. Strong interpersonal skills and a lifelong focus on supporting others and helping them shine.

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## Skill Highlights

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- Microsoft Word, Excel, Outlook, PowerPoint, SharePoint
- Database management Experience
- Proficiency with photocopiers, scanners, and projectors
- Accurate data entry
- Inventory and supply management
- Billing and record-keeping
- Business Knowledge
- Communication (written and verbal)
- Prioritization and problem-solving
- Organization and planning
- Research and analysis
- Responsibility
- Teamwork and delegation
- Import Export Management & international business

# MARWADI UNIVERSITY

Department of International Relations

**Sr.Executive** - 2017 to current

- I am Working in International Department
- Finding International Scholarship, internship or opportunities for students 7 Staff
- **The Study in India program**, a flagship project under the Ministry of Education, the Govt. of India
- Explore Courses, Registration & Prepare to SII
- Manage all International Students, Organize Events, and delegate tasks according to Students talent
- Create reports of all Students, including Bank, destination, and other aspects to be presented at monthly board meetings.
- Handel to international issues, and search for internship, student exchange program
- Communication with student and parent
- 2019 to current Daily work routine is Create Students Bonafide, Form-C, Form-S, Joining Report For Visa, Scholership, Traveling, maintain meeting between Students & Police Commissioner office Department
- - Traveling for MOU purpose
  - Handling budget of our department
  - Collaboration with abroad universities
  - Currently 2000+ international students present in Campus

## Chandan wooden works

Manager 2010 to 2017

- Oversees the activities of other workers.
- Handling export business queries
- Develops and implements budgets
- Prepares reports for management.
- Ensures workers have the resources to complete their work
- Hires, trains, and evaluates new employees.
- Reports to other executives or to the owner directly
- Prepared purchase orders, coordinated with billing and finance department, and ensured payment were placed on time.
- Provided estimates for purchase costs and sought lower prices on all equipment and product
- Purchases.

- Oversaw receiving department, managed sending orders, and organized incoming sources

## **Academic Project**

### **1. Company: Bhoomi engineering works**

Project title: Auditing

Work profile:

Auditing and making audit reports with the help of seniors. Handling the accounting day to day transactions

### **2. Company: Shakti machine tools Industry:**

Manufacturing Project title: Investment planning and risk return.

Work profile:

Studying the investment structure of the company at various stages of Planning at different company level. Managing the systematic and unsystematic risk and analyzing the same

## **Education**

### **Master of Business Administration 2016**

Finance & H.R.

**A+ (73.67%)**

University of Saurashtra Rajkot, Gujarat

### **Bachelor of Commerce 2014**

Account & finance & H.R.M.

**A+ (89.35%)**

University of Saurashtra (M.T.Dhamsaniya College)

## **Certifications**

### **1. International business specialization**

### **2. International business venture abroad**

Offered by **University of Colorado boulder**

Issued by **Coursera**

### **3. Management Skills for international Business**

Offered by **University of London**

Issued by **Coursera**