

# Shital Shah

Morbi | 9925001368 | sheetal\_nimbark@yahoo.com

## Professional Summary

To work in a challenging, highly professional and conducive environment which helps me in moving ahead in career , where I can put my computing skills in practice and enhance them.

## Experience

**ADMINISTRATOR HEAD** | 02/2013 - Current

**superking abrasives pvt. ltd. - morbi, india**

- Elevated customer satisfaction ratings by resolving clerical and administration issues quickly and effectively.
- Owned daily operational decision-making for purchasing and inventory management.
- Managed client correspondence, order tracking, and data communications.
- Promoted branding initiatives by authoring thought leadership articles, designing advertising graphics and hosting radio shows to maximise service outreach.
- Coordinated fast, accurate clerical work for forms, files, and general data entry.

## Core Qualifications

SKILL IN FIELD

- Generally I am get in touch with ceramic field from last 10-12 years  
- In my past all job I always handle multi task work because to learn new work is my hobby

- Bank work, documentation, administration, E marketing, Import handling, Company insurance work, Billing, Find customer in global market, Company Work for online platform, Corresponding with customer & supplier, purchase, customer care etc.

## Education

**Rajkot Saurashtra University - M.Sc. (IT)**

Information Technology, Computer Science, May-2004

**Kamani Science Collage, Amreli Saurashtra University, M.P. Sheth Girl's High School, GSEB - AMRELI | B.Sc. (CA)**

Computer Application, Science, April-2002

GPA: 70.85

## Personal Information

Age : 39, Hobby : Music, Computer I hereby declare that the above information is true to the best of my knowledge.  
(SHITAL SHAH)

## Languages

- Gujarati, Hindi, English