

LISA PATEL

Lisapatl89@gmail.com | 8433922212 | Mumbai, 400010

Experience

Adventum Wealth LLP | Mumbai, India

Executive Assistant 08/2022 - *Current*

- Organizing daily Schedules appointments & meeting
- Filling corporate records, documents and reports
- Provide general administrative support
- coordinating with the internal team
- Facilitated smooth executive trips, arranging appropriate travel, visas and agendas.

Paprazzi closet | Mumbai, India

Assistant Sales and Operations 05/2017 - 12/2018

- Reconciled Purchase Orders (POs) to produce accurate inventory reports.
- Maintained excellent customer satisfaction by going the extra mile to assist needs, and offering helpful support.
- Inspected outgoing shipments for conformance with customers' specifications, flagging incorrect packages for corrective action.

Core Qualifications

- Good leadership quality
- Good communication skills
- Ability to meet deadlines and work under pressure.
- Good team player
- Meeting planning
- Proper phone etiquette
- Executive presentation development
- Administrative support specialist
- Calendar management
- Employee relations

Education

Sophia Polytechnic College for Hotel Management | Mumbai, MH

Bachelor of Science in Hotel Management 2022

Sophia College for women | Mumbai, MH

Bachelor of Arts 2019

St Agnes High School | Mumbai, MH

A-Levels in SSC 2017

Additional Information

- Digital Marketing Skills
- Content Writing Skills
- Social Media Handling Skills
- Editing Photos and Videos as per instructions

