

## **NEETA SHIVA KISHORE**

H.No. 12-1-922/8/A,  
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### **Professional Summary:**

Seeking a challenging position in an organization, that offers Career and Professional growth. My strong technical knowledge along with good communication skills will help me to give a good stand in this field. I look forward for a challenging and a reward career in the same.



### **Qualification**

- ❖ Bachelor of Arts, Batch 2011 from Periyar University.

### **Work Experience:**



#### **Admin Executive**

**June 2015 – March 2023**

- Handle all office administration work.
- Maintaining petty cash and records in Excel.
- Handing over the bills & statement to accounts dept.
- Office Repairs & Maintenance
- To manage and schedule day to day office operations.
- To ensure smooth functioning of office by coordinating and providing all admin services
- Handling Housekeeping, travelling & Security
- Responsible for ensuring proper housekeeping at Office premises.
- Stationery & Pantry Requirement
- Cafeteria administration (i.e. Tea/Coffee, snack, Arranging Lunch, etc.) at Head Office
- Hotel Booking arrangements for guests (employees, guests)
- Reporting MIS on Administration i.e. weekly and monthly
- Maintaining of Office Keys
- Other job as Instructed by Management



#### **Personal Secretary**

**Jun 2012 – May 2015**

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments.
- Make travel arrangements.
- Take dictation and minutes.

- Source office supplies
- Produce reports, presentations, and briefs.
- Devise and maintain office filing system.



#### **Admin Executive cum Front Office**

**Feb 2010 – Jun 2012**

- Attending of incoming and outgoing calls and connecting them to concern person.
- Taking care of inward and outward registers.
- Helping in HR and Admin department.
- Booking of Flight tickets, Train tickets, & Bus tickets.
- Maintaining petty cash and records in Excel.
- Handing over the bills & statement to accounts dept.
- Giving orders for the Stationary material, housekeeping material and Coffee Machine.
- Maintain excel sheets of Stationery, Housekeeping, etc.
- Booking of cabs, maintain vehicle movement registers.
- Arranging of conference room for meetings.
- Taking care of EPBAX.



#### **Technical Coordinator**

**Jan 2008 – Jan 2010**

- Contact customers to confirm queries regarding their products.
- Order Interface and coordinate with appropriate departments to research related problem and resolve customer issues.
- Stock indenting.
- Respond to internal and external customer queries.



#### **Customer Care Executive**

**Jun 2004 – Dec 2007**

- Contact customers to confirm queries regarding their product.
- Respond to internal and external customer queries.
- Taking appointment for Installations & Demo's.



#### **Computer Skills:**

Windows 98, 2000, XP, Vista.  
MS-Office 2007, 2003.

**Languages:**

English, Hindi, Telugu, Marathi

**Personal Profile:**

**Name** : Neeta Shiva Kishore

**Father's Name** : Ganesh Ghalke

**Marital Status** : Married

**Religion** : Hindu

**Hobbies** : Listening Music