

## **Mukta Ramgiri**

DOB : 10th Jan 1985

Mobile : 9712903643 | Email : [ramgirimukta@gmail.com](mailto:ramgirimukta@gmail.com) | Location : Hyderabad

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**Career Objective** - Willing to work in a dynamic, challenging and growth-oriented Company that allows me to utilize my knowledge and experience to contribute for the growth of the organization.

## **Career Abstracts – 14 years of professional experience**

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- Started own venture "**Kids Heaven**" a dedicated Kids home day care facility
- **4 years** of experience in the field of teaching, as a coordinator and as Admin head
- **4 years** of experience as Assistant editor with **Sixteen Forty Eight Entertainment**
- **2 years** of experience as Personal Assistant Cum Secretary to an Advertising firm **Equinox films**
- **3 Years** of experience as Personal Assistant Cum Secretary to an International Export Import Firm
- Excellent communication, interpersonal, liaison and problem solving skills with the ability to work in multi-cultural environments.

## **Employment Profile**

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### **KSM-66 – Pharmaceuticals company, Hyderabad: October 2023 to present**

- EA to the CEO and Operations
- Managing Exhibitions, Events, Compliance Audits
- Compilation of reports from various departments and Business updates
- Cross functional engagements – Business Development, Supply Chain, Production, Finance, HR & Admin

Designation : Executive Assistant to CEO

### **Apollo Kidz - Pre-Primary School, Ahmedabad: October 2020 – April 2022**

- Admin and Facility Head
- School and Digital Classrooms Maintenance
- Website and Digital assets management
- Social Media updates
- Interaction with parents – Highlighting School facilities
- Reporting to Principal and Trustees

Designation : Head - Administration

### **Shanti Juniors / Future Tots, Ahmedabad: August 2017 – May 2020**

- Teaching in class nursery
- Prepared curriculum for Nursery
- Assistant Coordinator for Play group and class nursery

Designation : Teacher

Location : Ahmedabad

### **Sixteen Forty-Eight Entertainment, Mumbai: April 2008 – December 2012**

It's an Events & Production Company. Mainly into corporate Audio Visual. They were also into corporate indoor and outdoor shoots including interviews, introduction AV's

- Client Servicing
- Editing and Video Shoots (indoor and outdoor)

Designation : Assistant Editor

### **Equinox Films, Mumbai: April 2006 – March 2008**

It's an ad film production and film making company and has created some of India's most path-breaking commercials like: Hamara Bajaj, Happydent white film, Airtel etc.

- Assisted Ram Madhvani (director)
- Handling schedules, meetings
- Managing shoot plans as per locations, Logistics
- Correspondence on behalf of director with all stakeholders
- Handling day to day operations of the office

Designation: Executive cum personal Assistant

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**M/S Kothari Internationals, Mumbai: April 2003 – March 2006**

It's in to Export and Import business, dealing mostly in Italy

- Managing Correspondence for the owner
- Managing Travelling and Logistics
- Interacting with clients, operations and orders processing

Designation: Executive cum personal Assistant

**Educational Profile**

- Pursuing Company Secretary from ICSI
  - Bachelor of Commerce from Mumbai University
  - Sufficient knowledge in MS Office and Canva
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