

# MITESH PANCHAL I RESUME

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## CAREER GOALS

Believe in creating system-oriented culture in organization while adding values in responsibilities.

## AREA OF INTEREST

Communication, Coordination, Cooperation, Correspondence, Social Work, Innovative E governance, Advertising, Project Management.

## QUALIFICATION

Examination	School/University	Medium	Year of Passing
B.Com.	D.A.V.V.(Gujarati College), Indore	English	2003
Higher Secondary	Gujarati Higher Secondary, Indore	English	1998
High School	Gujarati Higher Secondary, Indore	Hindi	1996

## WORK PROFILE

ORGANIZATION: - Vadilal Industries Limited, AHMEDABAD

DESIGNATION: P.A. To Director DOJ March, 2015

## KEY RESPONSIBILITIES

- Currently assisting Director of Company with documentation, Travel & Visa requirement, telecom support & screening, record maintain, day to day schedule, meeting coordination, correspondence, communications and cooperation with team members.
- Minutes preparation, Meeting scheduling, settle tour & travel bills using SAP, Personal work and keeping note of meetings, reminders, liaison with internal and external stakeholders.
- Budget preparation, Internet research work, update of market news, Time saving initiatives, cost saving initiatives by pre-planning for booking tickets, buying forex etc., Payment to vehicle services etc.

ORGANIZATION: - ADANI FOUNDATION, AHMEDABAD

DESIGNATION: MSG to CEO (Jan-June 14) & Project Officer June 2014-Feb 2015

## KEY RESPONSIBILITIES

- AsProjectOfficer-WorkedatDhamraPortCompanyLimitedinCSRdepartment.Profileconsisted of Project Management, compilation of reports, preparation of activity chart, coordination between Head Office and Local Team and participation in CSR programs, understand current programs their effect on community and preparation of need based assessment .
- As MSG -Assisted CEO for Day to Day operations like scheduling Progress Review Meeting, Coordination Meetings, Organogram preparations, logistic & travel support, compilation of documents, minutes of meeting preparation and works assigned by CEO time to time as per requirement.

# MITESH PANCHAL I RESUME

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ORGANIZATION: - ABELLON CLEANENERGY LIMITED, AHMEDABAD

DESIGNATION: Executive- HRM From March 2012 to January 2014

## KEY RESPONSIBILITIES

- Recruitment from Portal/Reference/Consultant/Online options. (From March 2012-September 2012)
- Culture Development Activities like schedule of Monthly Meeting, Birth Day celebrations, Congratulations, get together, sports fiesta etc. (From September 2012 to January 2013)
- Plant HR-Admin works like maintenance of building, telephone lines, furniture arrangement, release of confirmation and appointment letter, guiding team members for their query in terms of PL, LTA, Bonus etc benefits and to make them understand culture, vision of company.

ORGANIZATION: - CLARIS GROUP OF COMPANIES, AHMEDABAD

DESIGNATION: - Personal Assistant to Director-C.E.O. (From Promoter Family) from February 2007 to March 2012

## KEY RESPONSIBILITIES

### Information Management

- Maintain database of clients, partners and suppliers (current & potential).
- Conducting research in Internet as required.
- Ensuring that all signed contracts are properly documented and filed.
- Updating of files and any records within the CEO's office.
- Compiled statistical information as per requirement.

### Office Administration

- Provides administrative support to the CEO.
- Co-ordinates and makes domestic & international business travel arrangements and Monitors ongoing logistics for all designated business travelers.
- Management diaries of Director.
- Schedules & coordinates meetings between management and team members.
- Collects Compiles & maintains data/information on matters requiring follow-up, & provides
- Schedules & attends internal Management meetings & makes note of action items & Follows-up with the action items.
- Ensures conference room resources are maintained & available teleconference facility.

### Document Management

- Creates, edits & maintains electronic & written communication such as memos, reports,
- Electronic & Physical Filing of all working documents.
- Management & Control of confidential & critical documents.
- Maintains files to meet compliance and audit standards.

## PAST EXPERIENCE

- Worked as Office executive with Gujarat Ambuja Exports Ltd,soya plant unit-4,indore for 1.5 years. Was Responsible for managing document related works, monitoring payment position, retrieving current market information, feedback & Co-ordination with seniors.
- Worked as office Asst. with C & F of printing chemicals & Solvent materials Indore for 2 years. Was Responsible for Customers Inquiries, Order execution, payment follow-ups & Entry including computer bill.

## EXTRA CURRICULLUM ACTIVITIES

- Community Support Initiatives like arranging Bus stops, writing authorities for efficient administration
- Won the inter School Junior Chess Championship In session 1993-94.
- Runner up in inter School Senior Chess Championship in session 1994-95.
- Winner in Claris Company Group Chess Tournament in 2008.

## PERSONAL DETAILS

Date of Birth      27-09-1981  
Languages known   English, Hindi and Gujarati.  
Nationality        Indian  
Marital Status     Bachelor  
Passport No        H 3023462  
Contact No         +91 9925239363

Declaration: -

Hereby I would like to state that above all information are true in nature and I shall be held responsible in case, any discrepancy found.

Mitesh Panchal