



Ameetdhara Christian

5A-2, Republic Christian society, Nr. Old society Church, Maninagar(E),
Ahmedabad, Gujarat.

997-9590107 E-mail: me_dhara121@hotmail.com

OBJECTIVE

Seeking An Assignment Where New Ideas Can Be Developed, Where I Can Learn & Improve My Skills Which Will Enable Me To Produce The Best For My Employer.

OVERVIEW

- ➔ A competent Admin. Professional with 8+ years of experience in different sectors.
- ➔ An honest, result-oriented, Soft spoken & hardworking person with loyalty, Good communicational & supervising skills, Decision making, Demonstrate sense of urgency, Ability to multi-task, Good listener & kind hearted, Willingness to learn new things.
- ➔ Expertise in overall Administration including AMCs, pantry, housekeeping, garden, vehicles, guest house management, self correspondence, outstanding payments, office equipment purchase, Recruitment and Customer Service.

ORGANIZATIONAL HIGHLIGHTS:

March 2018 To March 2021

(Dewlogics) [Last drawn- INR 22,000 p.m.]

Sr. Administrative Officer

- Handling client concerns and complaints
- Business correspondence, Sending emails
- Completing customer service tasks such as placing orders for customers and explaining products and services, resolving issues and queries.
- Recruitment, on boarding of new employees.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Communicating with upper management and employees
- Scheduling appointments for clients, supervisors, and/or employers
- Booking travel itineraries for management, employees, or job candidates
- Scheduling conference or meeting rooms for in-office meetings
- Handling daily bookkeeping tasks.
- Taking regular inventory of office supplies. Ordering office supplies when the inventory is running low
- Organizing office files in a way that can be easily accessed and understood by employees
- Maintaining office equipment including scanners, fax machines, printers, and telephones
- Maintaining social media accounts for the organization
- Gathering and organizational paperwork on all employees