**RESUME**

Yesha Manish Parikh

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**Objective:-**

Being a highly motivated and results-oriented professional I seek to work in a challenging environment, where I can utilize my experience and skills, thereby contributing to growth and development of organization and self, by continuous value addition.

**Personal details:-**

**DATE OF BIRTH : 19th November, 1998**

**LANGUAGE : ENGLISH, HINDI, GUJARATI**

**NATIONALITY : INDIAN**

**Educational Information:-**

* **PASSED BACHELOR IN MASS MEDIA STUDIES T.Y.BMM IN YEAR (2019)**
* **PASSED H.S.C EXAM FROM MUMBAI BOARD IN YEAR (2016)**
* **PASSED S.S.C EXAM FROM MUMBAI BOARD IN YEAR (2014)**

**Experience:-**

* **Executive Assistant to Managing Director in Koffeetech Communications – 2 Months – Dec2022 to Jan 2023**

**Roles:-**

* **Schedule and confirm appointments for the Managing Director**
* **Answering telephone calls and responds to calls and messages.**
* **Maintaining the data**
* **Maintaining calendar**
* **Scheduling personal meetings**
* **Organizing and maintaining diaries for appointments and schedule /deadline of duties to be carried out.**
* **Scheduling internal department meetings.**

**Experience:-**

* **Executive Assistant to Managing Director in Eminence Business Media – 1 year – 2021 to 2022**

**Roles:-**

* **Schedule and confirm appointments for the Managing Director**
* **Organizing and maintaining diaries for appointments and schedule /deadline of duties to be carried out.**
* **Answering telephone calls and responds to calls and messages.**
* **Maintaining the data**
* **Maintaining calendar**
* **Scheduling personal meetings**
* **Helping in the event**

**Experience:-**

* **Personal Secretary in Money Logix Securities Pvt. Ltd - 1 year – 2020 to 2021**

**Roles:-**

* **Prepare, edit and type correspondence, Purchase order, demand letters, etc.**
* **Checking and distributing incoming mail as well as electronic mail to internal department.**
* **Schedule and confirm appointments for the Director.**
* **Organizing and maintaining diaries for appointments and schedule /deadline of duties to be carried out.**
* **Answering telephone calls and responds to calls and messages.**
* **Checking incoming tax invoices &amp; bills, evaluating the same and preparing payment drafts/cheques.**
* **Maintaining bills and other documents filing.**
* **Maintaining petty cash of various companies and submitted detailed summary of the same.**

**Experience:-**

* **Executive Assistant in Ahura Insurance Pvt Ltd – 1 year – 2019 to 2020**

**Roles:-**

* **Meeting and greeting clients.**
* **Booking meetings.**
* **Answering and forwarding phone calls.**
* **Organizing and maintaining diaries for appointments and schedule /deadline of duties to be carried out.**
* **Schedule and confirm appointments for the Director.**
* **Maintaining the data**

**Skills and Abilities:-**

* **Hard working, punctual & efficient**
* **Supportive team worker, for committed and responsible**
* **Reputation for ethical relationship with staff, management & clients**
* **Basic knowledge of computer**
* **Provided excellent Quality and Productivity**

**Advance excel 2013:-**

* **Knowledge of MS office 2007/2010.**
* **Maintaining Excel spreadsheets, manuals, flow charts and letter documents in MS Word.**
* **Adept at creating presentations using Power Point.**

**I HEAR BY DECLARE THAT ALL THE ABOVE INFORMATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND OBLIGE.**

**Place: - MUMBAI**

**Date: - YESHA PARIKH**