AQDAS

AQDAS.373028@2freemail.com



I am an organized, talented and highly efficient person with a great working knowledge in the field of Office Management and Administration with also well versed in Accounts Management. And I would like to associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhances my skills in the art of technologies and be a part of team and excel in work toward the growth of the organization and my satisfaction thereof.

# SKILLS

|  |  |
| --- | --- |
| **PERSONAL** | **TECHNICAL** |
| Office Administration ▪ Staff Coordination ▪ Recruitment ▪ Multi-tasking and Prioritize Projects ▪ Book Keeping ▪ Vendor Management ▪ Document Management ▪ Events Coordination ▪ Customer Service ▪ Team Leading ▪ Assisting Sales Teams ▪ Product Development | MSCIT ▪ Proficient in MS OFFICE ▪ TALLY ERP9 ▪ FOCUS RT ▪ Graphics & Image Editing as well as Designing ▪ V Lookup ▪ H Lookup ▪ Pivot Table ▪ Basic MS EXCEL Formulas ▪ MS PowerPoint Presentation ▪ Internet Research & Development ▪ Travel Arrangements Online |

# WORK HISTORY

MARCH 2013 - present

**AMAN VASTU & BUILDERS PVT. LTD. – Mumbai, India**

MANAGER – OFFICE ADMINISTRATION & ACCOUNTS

JOB DUTIES & RESPONSIBILITIES :

* Manage day to day office administration responsibilities with distributing daily tasks like clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
* Coordinate project deliverables and assisting sales team for growth of business.
* Perform accounting tasks, including invoicing and budget tracking.
* Schedule meetings and travel arrangements for senior members of the company.
* Provide administrative support for operations team.
* Supervise administrative staff and divide responsibilities to ensure performance.
* Manage agendas/travel arrangements/appointments etc. for the upper management.
* Support budgeting and bookkeeping procedures.
* Create and update records and databases with personnel, financial and other data.
* Track stocks of office supplies and place orders when necessary.
* Submit timely reports and prepare presentations/proposals as assigned.
* Outstanding communication and interpersonal abilities.
* Excellent organizational and leadership skills.
* Familiarity with office management procedures and basic accounting principles.
* Management of petty cash transactions.
* Controlling credit and ensuring debtors pay on time.
* Best knowledge of making drafts of Power of Attorneys, Agreements, MOUs, Notices, Business Letters etc for Building & Construction Projects.
* Calculating all ratios like FSI, TDR and other formulas related to development and redevelopment projects.
* Making project feasibility reports for the new offers for development.
* Good knowledge about all land s & property related documents.
* Knowledge about Liasoning with government offices include submissions of application, processing and obtaining assurance / sanction, complete the work and obtain release order.

**ACCOMPLISHMENTS:**

1. Created a more efficient Word database for forms, letters and documents, which decreased production time by 20%.
2. Instituted systems and procedures for general accounting and human resource functions, which brought more consistency and reduced mistakes.
3. Trained new administrative staff members.

OCTOBER 2010 till FEBRUARY 2013

**CANBARA IND. PVT. LTD. a VK GROUP INDIA Company**

**Location – Palghar, Mumbai - India**

**OFFICE ADMINISTRATOR & PRODUCTION COORDINATOR (MOULDING DEPT.)**

JOB DUTIES & RESPONSIBILITIES :

* Planning daily production activities , analysis of production follow-up, monitoring operations.
* Understands quality standards and cycle times to meet company’s production schedule.
* Responsible and accountable for: achieving adequate production levels, maintaining the expected product quality, and keeping area clean and in order.
* Making all daily reports against molded article’s production & dispatch, raw materials receipts & issued for production report.
* Making all accounting entries of daily production of plastic articles in MS-EXCEL as well as in system FOCUS RT ERP software.
* Preparing daily plastic articles finishing reports.
* Making costing of all moulded & finished goods articles.
* Preparing monthly reconciliation & working on internet and MS-OUTLOOK as well.
* Maintaining all moulding inwards & outwards report, (Mould Inward/Outward, RM Inward/Outward, Moulding M/C Spare & Parts Inward/Outward etc.)
* Making daily attendance records & looking after worker’s needs.
* Doing all accounts related work of moulding dept. & keeping the records in MS-Excel as well as in proper files. And overall has a good knowledge about moulds, moulding articles & all other depts. related to molding.
* Handling all labor job related work of production; such as making subsidiary challans, packing details, material outward details.
* Supervised the production of jobs.
* Prepared daily report, daily housekeeping is performed; job start-up and shut down procedure are followed.
* Ensured parts meet Quality Standards.
* Manage and monitor employee labor distribution.
* Work with limited supervision and maintain an atmosphere of cooperation among and between shifts.
* Maintain record and prepare legible reports, QC inspection reports, housekeeping checklists, mold cavity data sheets, production downtime reports, cycle time sheets and problem/corrective action logs, etc. accordance with departmental standards and Quality System Standards in MS-EXCEL and as well as in proper hard copies filing.
* Greet visitors and direct them to the appropriate offices.
* Looking after Housekeeping and all administration activities on priority.
* Ability to multi-task and prioritize projects.
* Customer-service oriented.
* Able to complete complex administrative tasks with minimal supervision.

**ACCOMPLISHMENTS :**

1. Made product costing for plastic molding articles more cost efficient with minimum raw materials usage.
2. Given proper feedback for rectification in new launching air cooler product to Research & Development team for better quality and durability.
3. Increased in productivity with minimum labor / workers as per need of the production planning.
4. Maintained new housekeeping facilities in plant for a clean working environment.

# EDUCATION QUALIFICATIONS

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| --- | --- | --- | --- |
| YEAR | COURSE | GRADE | UNIVERSITY/ COLLEGE / SCHOOL |
| 2007-2008 | BACHELOR OF COMMERCE | SECOND CLASS | BHAVANS COLLEGE, MUMBAI – affiliated to University of Mumbai |
| 2004-2005 | HIGHER SECONDARY SCHOOL CERTIFICATE | SECOND CLASS | BHAVANS COLLEGE, MUMBAI – affiliated to University of Mumbai |
| 2002-2003 | SECONDARY SCHOOL CERTIFICATE | FIRST CLASS | MAPKHAN HIGH SCHOOL, MUMBAI – Affiliated to Mumbai Board |

# OTHER CERTIFICATIONS

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| --- | --- | --- | --- |
| YEAR | COURSE | GRADE | INSTITUTE |
| 2008 | MS – CIT (Regular Mode) | A+ | MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI |
| 2010 | Financial Accounting TALLY ERP 9 – Professional  | B+ | SOFT-TECH COMPUTERS, PALGHAR |

# PERSONAL INFORMATION

Date of Birth: 1st JUNE, 1988 Marital Status: Single

Gender: Female Nationality: Indian Muslim

Hobbies & Interest:

Videography, Photography, Graphics &Images Editing Designing, Travelling, Reading Books & Listening to Soft Music

Language Proficiency:

ENGLISH - Read, Write and Speak HINDI - Read, Write and Speak

MARATHI - Read, Write and Speak URDU – Read and Speak