**OBJECTIVE**

To work in a conductive learning environment where I can upgrade my knowledge and skills, make positive contribution to the organization and to my personality.

**STRENGTHS**

* Effective organizational skills
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and Access
* Scheduling meetings and preparing agendas
* Providing training and orientation for new staff
* Correspondence and negotiation with outsourced contracts and suppliers to enable a competent environment
* File Management (electronic & hard copy)
* Coordinating and arranging repairs to office equipment
* Organizing travel & accommodation arrangement
* Resolving administrative problems
* Supervising other clerical staff
* Conducting research on behalf of managers
* Scheduling and delegating administrative tasks
* Creating presentations and writing up reports

**EDUCATION QUALIFICATION**

* Bachelors Degree in Commerce from University of Bombay
* Proficiency in MS Office Applications (Word, Excel, Powerpoint)

# EXPERIENCE

**Company**: **MHM TECHNICAL SERVICES**

**Duration** July 2014 Contd……………..

**Position**  Business Development Manager (Site Supervisor)

**Responsibilities included:**

* Maintain an in-depth knowledge of all company regulations and safety legislation and communicates these to all workers
* Enforce Compliance, administering disciplinary actions
* Supervise Employees, contractors & Sub contractors
* Supervise opertions associated with supply, production control, & Quality assurance
* Attend client progress meeting
* Supervise the delivery & distribution of materials on site
* Supervise & provide directions to trades persons on site
* Assist in resources planning to meet construction schedule
* Client satisfaction with the project
* Construction schedule running on time

**Company**: **ICICI Prudential AMC**

**Duration** December 2007 – May 2013

**Position**  Administration Head

**Responsibilities included:**

* Negotiate contracts with local representatives for distribution outlets
* Investigate and resolves customer complaint
* Coordinated all aspects of HR in the areas of recruitment, planning, training and development and policies & procedures
* Preparing Survey report
* Handling overall Public Relation works in terms of Day to day consultation with associate agents (overseas & local), updating data bank of candidates for the follow-up of visas
* Regularly update with clients requirement and their satisfaction
* Recommends changes to the above fields where necessary
* Carried out all activities in accordance with the corporate HR strategy
* Assisted company on recruiting matters
* Scheduling appointments
* Perform filing, data management, drafting and editing office memos
* Management of training sessions
* Arranging training venues
* Follow up with NSE-BSE for Examination

**Company D’Damas Jewellery Private Limited**

**Duration** July 2006 – December 2007

**Position** Administration Head

**Responsibilities included:**

* Maintaining the Housekeeping Standards – Daily supervision of the Area, & the Housekeeping Supervisors
* Travel & Hotel Booking (International & Domestic)
* Transportation – Arrange for Cars, Hire cars on rental basis
* Guest House Management - Escort the Guests from Airports, welcome them, looking after their stay at hotels & Privileges
* Maintaining the Electrical records (Air Condition Electrical Consumption, Stationery, Vendor, Pesticides, Travel, etc….) & other confidential records
* AMC of the Company assets (Printers, cartridges, computer stationery, fax Machines, AC’s, Cars & allocation of the cars)
* Vendor Management – Prepare their Quotations, Finalize the Vendors, Follow-up for the payment with the vendors
* Conducting the meetings and the agendas
* Preparing MMR and various weekly reports
* Coordinating with the Client and handling various issues related with the Administrations & Operations

**Company Sheetal Creations Private Limited (Kiah Jewellery)**

**Duration** December 2004 – February 2006

**Position** Counter Sales Executive

**Responsibilities included:**

* Work on computers listing vendors: enter all layaways, repairs, inquiries, and special orders that people place into the computer
* Style numbers of merchandise that customers are interested in ordering
* Handle customer service problems and jewelry repair requests
* Answer the telephone when customers want to check on the status of their order or jewelry repair
* Take care of customer complaints as well as ship jewelry to customers
* Advise customer on quality, cuts, or value of jewelry and gems and in selecting mountingor settings for gems
* Inform customer of various grades of watch movements and type of servicing offered byManufacturer
* Perform other duties as assigned
* Maintain records related to sales
* Estimate and quote trade-in allowances
* Estimate cost of repair or alteration of jewelry
* Requisition new stock

**Company DM3 Gems**

**Duration** February 2006 – July 2006

**Position** Sales & Marketing

**Responsibilities included:**

* Assisted customers with fine jewelry selections
* Placed special orders with vendors
* Consulted with customers regarding payment options
* Built up a customer base through follow up and customer communications
* Exceeded sales quotas on monthly basis

***Personal Details***

Nationality Indian

Visa Status Employment Visa

Languages known English, Hindi, Gujarati, Marathi

Age 32 years

Marital Status Married+ 2 kids

**Reference: Upon Request**