**Rutuja**

**Admin**

Email– [rutuja-397124@gulfjobseeker.com](mailto:rutuja-397124@gulfjobseeker.com)

**Profile**

A highly motivated individual seeking a challenging career, where I can amass my professional education, knowledge & past experience and enforce it to provide value added solutions for the company’s fiscal benefits & for personal growth as well.

**Competencies**

* Excellent coordination skills to handle clients documents.
* Expertise in Ms-Office. specially Word /ExcelAmazing Team Leader
* Brilliant Problem Solving Skills
* Extremely Flexibility
* Highly Task oriented
* Experience of global cultures

**Experience – 2plus years...**

**Shiv Shakti Transline Services, Pune, India.**

**1 year 6 months–June 2016 to March 2018**.

**Reception & Data Entry**

**Product: Services for Shiv Shakti Transport Services**

* Handling multiline phone system
* Computer Skills:Familiar with accounting programs, Microsoft Office, and database software
* Communication:- Answer visitor and caller inquires in a polite and professional manner
* Multitasking:Juggle multiple tasks all at once while prioritizing thosewith the highest urgency

**Crisil An S&P Global Company ( Onsite)**

**Payroll OfSodexoFacilty Management Services Pvt. Ltd.**

**1 year – March 2019 to January 2020**

**Guest Relation Executive**

**Product: Services for Sodexo Facility Management Services Pvt. Ltd.**

* Handling Reception with a grace and polite manner
* Multitasking including receive calls, managing Guests,Booking Meeting rooms.
* Experience in taking care if Induction for New Joiners and arranging Lunch BTC for them.
* Taking care the seating data according to the Departments.
* Maintaining Bay-wise seating data for PAN PUNE according to the cost centre segregation.
* Familiar with Technical equipment such as copier, shredder, printer, scanner, Etc.
* Taking care of housekeeping for ladies washroom in absence of the supervisor.

**1 year – January 2020 to Till date**

**Community Executive**

* Handling EPBX Multiline phone
* Managing Events for the Members in the company.
* Taking care of vendor invoices, forwarding it to the Accounts Section
* Preparing requisitions according to the requirement for the each client of Pantry, Housekeeping Material, Stationary,Etc.
* Familiar with raising tickets on the app and making sure that they are closed within SLAs.
* Maintaining Supplementary charges of the clients according mentioned in the Agreements.

**Educational Qualifications-**

**2017– Frankfinn Institute of Aviation & Hospitality Management**

Frankfinn Institute

Diploma in Aviation (INCOMPLETE)

Was named at best candidate & had scored highest in the English Speaking Class.

**2016 to 2017 – College – BSc Electroinics(FY BSc)**

Pune University

Fergusson College of Science

Was involved in Karandak which were Socially active and Organised several Events Annually.

**2015 – Jr College – Science**

Pune University

Rani Laxmibai Girls Military School & Jr. College

Percentage – 76.4% with First Class Distinction

**Personal Details**

**DOB:**14th September, 1996

**Place of birth/Nationality**: Mumbai, India/Indian

**Marital Status:** Single