



Ms. Gulbar Siraj Qazi

Professional Goals

To work in an Environment that provides a Challenging and rewarding career ensuring a high-level job satisfaction.

Personal information

Date of birth:

25th Feb, 1991

Nationality:

Indian

Hobbies:

Cooking and Listening to Music

Marital Status:

Married

Passport:

H8872111

Get in touch!

Mobile:**Email:**

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Permanent Address:

Lower Parel (W), Mumbai-400013
INDIA

Work Experience

Sr. Admin and Accountant.**Nidan Vista Hitech imaging centre (Mumbai)**

May 2020 to Nov 2021

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Coordinating and managing appointments, meetings, and the conference room schedule in order to prevent duplicate bookings.
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Overseeing the maintenance of office facilities, and equipment.
- Performing other relevant duties when needed.
- Preparing financial documents such as invoices and monthly profit reports.
- Managing the flow of petty cash by recording all monetary transactions.
- Adhering to best practices in accounting, as outlined by industry experts and espoused by the company.
- Ensure efficient client services and provide support to the team.
- Evaluate all physical contracts with products and billing plans.
- Process bank deposits
- Prepare, send and store invoices.

Assistant Center Head**Richfeel Health and Beauty PVT LTD (Mumbai)**

Oct 2019 to Mar 2020

- Supervise employees to ensure company is represented well.
- Assign tasks to employees to keep business running smoothly.
- Create working schedule so employees know when they have to work.
- Assist customers if they have concerns, questions or complaints to keep them happy.
- Motivate employees to succeed and improve in order to bring customer service to a higher level.
- Explore opportunities to add value to the job and recommend changes to the manager
- Assist manager as necessary.
- Stay up-to-date on industry by reading publications, taking advantage of educational opportunities and maintaining personal networks.
- Make orders to ensure office is always properly stocked.

Technical knowledge

- Tally Package 9.
- MS-CIT.
- Operating Knowledge in MS Office (Word, Excel Etc.).
- Internet Knowledge. .

Academic History

- Completed Diploma course in Hospitality Management.
- Passed Higher Secondary Certificate from Kolhapure Board.
- Passed Secondary School Certificate from Kolhapure Board.

Languages Spoken

- Marathi
- Urdu
- Hindi
- English

Assistant Manager

Dr. Sheths Skin And Hair clinic (Mumbai)

Oct 2019 to Mar 2020

- Managing front desk.
- Managing queries and coordinating all admin related issues
- Managing petty cash
- Managing day-to-day couriers, stationery, outsourced facility management staff and checking monthly bills for the same.
- Managing office boy, housekeeping and Security staff Pantry, Crockery, and Stationery.
- Complete the documentation and joining formalities of new employees.
- Leaves and Attendance Management.
- Handling employee queries regarding salary leaves etc.
- Responsible for maintaining good housekeeping in entire plant.
- Co-coordinating with agencies for maintenance of Building, telephone system, RO, AC, Lift, Computers, Xerox machine etc.
- Responsible for maintaining proper housekeeping in the entire premises.
- Assist and arrange for transport/cargo for dispatch of material. Search for new vendors and negotiate for the rates.

Back Office Executive cum computer operator

Pretti slim health clinic (Mumbai)

May 2012 to July 2013

- Administrative support for all data entry on daily basis with MS Excel.
- Provided customer service in the clinic.
- Assisting store manager for stock maintenance and record keeping.
- Registering new Phone Records.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.
- Support sales staff in handling and documenting customer accounts. Assist inventory controlling staff in maintaining inventory records.
- Assist front office staff in maintaining the office premises clean and neat.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.
- Operating Computer and Internet, receiving and replying emails

Front office Executive

A.N.D DESIGN INDIA LTD (Mumbai)

Mar 2010 to Apr 2012

- Greet clients and set a positive office atmosphere.
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary.
- Create and maintain updated documents and spreadsheets.
- Prepare outgoing mail (envelopes, packages, etc.).
- Operate office equipment, such as photocopier, printers, etc.
- Organize bookkeeping and issue invoices/checks.
- Perform inventory of office supplies and order what is needed