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### **Profile:**

Overall 13 years of experience working in Dubai and India, 3 years of experience in Dubai as Administrative officer, 6 years of experience as Administrative officer in India and 4 years of experience as Sales officer in Insurance company. Organized administrative professional with hands-on experience such as database management and human resources. Collaborative team player with good communication, decision-making and time management abilities.

### **Education**

- SSC Passed from Mumbai University.
- HSC Passed from Mumbai University.
- Graduation from Mumbai University.

### **Computer Knowledge**

- MS word, MS Excel, PowerPoint & Internet.

### **Experience:**

**Store keeper in Pepco Group of Companies from January 2023 to till date.**

- **Material Management (Civil, MEP, Tools & PPE)**
  - Receive and inspect materials delivered to the store.
  - Ensure materials received comply with the purchase orders, quality, and specifications.
  - Keep track of stock levels and manage inventory of MEP-related materials (e.g., pipes, wiring, ducts, fittings).
- **Inventory Control:**
  - Maintain accurate records of stock, including materials received, issued, and remaining.
  - Regularly conduct physical inventory checks to prevent shortages or surpluses.
  - Update inventory management systems (manually or via software).
  - Coordinate with procurement and supply chain teams to replenish stock as needed.

- **Issuing Materials:**
  - Issue materials and equipment to the project site based on material requests from the construction or MEP teams.
  - Prepare delivery notes and ensure proper documentation for the issuance of materials.
  - Monitor the usage of materials to prevent wastage.
- **Coordination:**
  - Liaise with vendors and suppliers to track deliveries and resolve discrepancies.
  - Coordinate with project managers, site engineers, and supervisors to ensure timely supply of materials as per project requirements.
  - Ensure proper communication and collaboration between store operations and project teams.
- **Record Keeping:**
  - Maintain clear and organized documentation for all transactions related to receiving, issuing, and returns.
  - Ensure proper labeling and identification of materials in the store.
- **General Duties:**
  - Maintain the cleanliness and organization of the store.
  - Support the team in asset management and equipment maintenance.
  - Perform any other duties as required by the supervisor or project management team.

#### **Assistant Store Keeper in ASCA Contracting LLC from June 2018 to May 2021**

- Assist in receiving materials and equipment, verifying deliveries against purchase orders.
- Store materials properly and ensure they are organized according to the store's layout and safety requirements.
- Help maintain up-to-date inventory records by logging materials received and issued.
- Assist in conducting regular inventory counts to ensure stock levels are accurate.
- Support the replenishment process by informing the Storekeeper of low stock items.
- Assist in issuing materials, tools, and equipment to the construction and MEP teams as per their requests.
- Ensure proper documentation for issued materials, including filling out relevant forms and logs.
- Help maintain the cleanliness, organization, and safety of the store area.
- Monitor the store environment to identify any hazards or safety concerns and report them to the Storekeeper.
- Assist in coordinating with suppliers and vendors to ensure timely deliveries.
- Work with project teams to understand material needs and ensure prompt supply of requested items.
- Support the Storekeeper in communicating material shortages or delays to the project management team.
- Assist in managing records for returns, damaged goods, and unused materials.

**Admin and HR Assistant in Rajawadi Hospital in India from November 2011 to December 2017.**

- Handle large amounts of paperwork and data.
- Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
- Communicate clearly with work colleagues using emails etc.
- Continually meet and exceed the operational and administrative expectations of employers.
- Provide accurate administration of all paperwork generated at Office level.
- Quickly learn about new in-house database systems.
- Find and obtain information and documents quickly.

**Sales officer (Team Leader Operation) in Eureka Outsourcing Solutions Pvt. Ltd. from February 2010 to September 2011.**

- Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks
- Assists management with hiring processes and new team member training
- Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance
- Communicates deadlines and sales goals to team members
- Develops strategies to promote team member adherence to company regulations and performance goals
- Conducts team meetings to update members on best practices and continuing expectations
- Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines
- Provides quality customer service, including interacting with customers, answering customer enquiries, and effectively handling customer complaints.

**Agency Manager in Birla Sun Life Insurance Co.Ltd. from January 2008 to January 2010.**

- Direct Selling of Life Insurance Policies.
  - Handling a Team of Sales Executive.
  - Training and Motivating team to achieve target.
  - Preparing Daily Reports.
  - Recruiting and Training Advisors.
- **Personality Traits**
- Believe in Team work.
  - Positive approach towards work and the subordinates.
  - Goal oriented and a go getter attitude towards work.

➤ **Personal Details**

DOB: 28th September 1982.

Languages known: English, Hindi, Gujarati and Marathi

Marital Status: Married.

I hereby declare that all the information provided by me in this application is actual and correct to the best of my knowledge and belief.

Date:

Sign: