

AAKASH PATTANI

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SUMMARY

To grow professionally by learning from the organization and giving my best. Looking forward to a responsible position. Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

EXPERIENCE

Tender Executive, Order Processing 11/2022 - 12/2023
Niyati Surgical Mumbai, India

Healthcare Surgical Product

- As a Tender Executive and Order Processing at Niyati Surgical Mumbai, I was involved in managing tender processes and providing administrative support to the executive team.
- I coordinated the preparation and submission of tender documents, ensuring compliance with requirements and deadlines.
- Additionally, I assisted in general administrative tasks, organized meetings, and facilitated communication within the organization.
- This role allowed me to develop strong organizational and administrative skills, contributing to the efficient operation of the executive office and tender processes.

Export Documentation Executive, Office Assistant 10/2016 - 03/2021
West End Exports Mumbai, India

Agriculture Products

- Planned logistics across international boundaries to reliably meet delivery requirements.
- Liaised with customers and other departments to plan timely transportation of goods.
- Organised, filed and stored electronic and physical files to maximise traceability.
- Coordinate with Documentation team for Imports Exports documentation coordinate with daily bankingservice.

Event Coordinator Marketing And Sales 09/2014 - 08/2016
Bhavisha Event Mumbai, India

Wedding Events, Corporate Events

- Coordinator with promoter Management all Event Program Brief Promoter About Event Daily Data Entry.
- Worked with marketing teams to promote event coordination services and build solid pipeline of prospective clients.
- Researched local venues to determine capacity requirements, pricing and availability.
- Distributed event plans and schedule details to staff, driving operations through continuous follow-up.
- Worked with day-of event staff to minimise delays and disruptions using critical thinking skills to solve unexpected issues.
- Followed up with previous clients to verify satisfaction and seek out new event planning opportunities.

EDUCATION

Bachelor of Commerce (B.Com) 08/2021 - 07/2024
Mumbai University

Higher Secondary Certificate (HSC) 06/2019 - 07/2021
National Institute of Open Schooling

Secondary School Certificate (SSC) 06/2018 - 03/2019
National Institute of Open Schooling

SKILLS

Office management, Customer service, Database management, Teamwork, Microsoft Excel, Microsoft Word, Service Coordinator, Data analytics, Sales Marketing.

LANGUAGES

English Native
Hindi Native
Gujarati Native
Punjabi Intermediate
Arabic Beginner

HOBBIES

Driving
Beach Walk