

## Banti Patel

Admin Executive

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Contact No.: +971 58 2878475

Visa: Employment Visa

Nationality: Indian



### **PROFILE:**

Intend to build a career with leading corporate of hi-tech environment with committed and Dedicated people who will help me to explore myself fully and realize my potential.

Willing to work as a Key Player in challenging and creative environment

### **SKILLS:**

SAP, maintaining accounts, Mail draft and follow ups, sales & purchase reports, inventory report, Facility management, maintain petty cash, fastest learner, communication skill, Advance MS excel, MS office.

### **WORK EXPERIENCE:**

**Centrient Pharmaceuticals**

**(Vadodara - India)**

**Admin Executive:**

**January 2023 - September 2024**

- Facility and security management
- Update data in MS Excel and Pest control supervision
- Event and training session coordination
- Hotel accommodation and travel arrangements
- Prepare MIS and other reports
- Follow up with Logistic department for material requirement.
- Assisting HR department for Employee onboarding
- Maintain petty cash
- Inventory management
- Half yearly physical Asset verification

**Aarti Industries Limited****(Vadodara – India)****Admin Executive:****December 2021 – January 2023**

- Cafeteria and facility management
- Housekeeping and AMC of Assets and maintenance
- Various types of reports in MS Excel, Google Sheet and mail communication
- Checklist, SOPs preparation for various guidelines
- Employee claim reimbursement processing as per HR manual

**Alfa Laval India Private Limited****(Vadodara – India)****Admin Executive:****September 2017 – August 2018****May 2019 – May 2020**

- Hotel and cab booking, asset management
- Generation of Road permit and cheque deposition
- Petty cash handling, Reception and Courier
- Asset AMC and office material procurement

**Asian Paints Limited****(Vadodara – India)****Admin Officer:****July 2014 – July 2017**

- Provide support to sales team and Preparation of sales report in Excel.
- Maintenance of records and accounting documents, SAP knowledge
- Vendor Management, office operation and courier dispatch activity
- PO raise, GR passing, Invoice generation, Stock report in SAP
- Attendance record, Asset AMC and maintenance, events related activities

**EDUCATION:****2013-2015      Master of Commerce in Accounting & Financial Management.**

Sardar Patel University – Anand, INDIA

Degree having specialization in Accounting &amp; Financial Management.

**2013-2014      Post Graduate Diploma in Export Import Management.**

The Indian Institute of Export – Vadodara, INDIA

Degree having specialized in Export Import Management.

**2010-2013      Bachelor of Commerce in Accounting & Financial Management.**

The Maharaja Sayajirao University Of Baroda – Vadodara, INDIA

Degree having specialized in Accounting &amp; Financial Management.

**LANGUAGES:**

- English, Hindi, Gujarati

Place:- Dubai, United Arab Emirates

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