

Resume of Vijeta B Ghodadara

+971 525 274824 / +91 9265707273

vijetaghodadara@gmail.com



Career Objective:

Commerce graduate with a passion for effective administration and four year of administration experience. Proven abilities in office management, team coordination, and efficient communication. Looking for a challenging opportunity to leverage my skills and knowledge in a dynamic organization.

Work Experience:

Administrative Assistant | Shreeji Textile, Surat, Gujarat (From 2016 To 2020).

- Streamlined office procedures, leading to increase in overall operational efficiency.
- Managed and maintained executives' schedules, appointments, and travel arrangements.
- Responded to and resolved administrative inquiries and issues.
- Coordinated project deliverables and met deadlines on time.
- Maintaining record of employee and salary disbursement every month.
- Maintaining and tracking stock, consumables and handling assignment on job work.
- Assisted in budget preparation and expense management activities.
- Organized and facilitated team meetings, recorded minutes, and followed up on action points.

Education Qualification:

Bachelor of Commerce (B.Com) (Degree awaited) | March 2023 | Veer Narmad South Gujarat University, Surat, Gujarat, India.

- Specialization: Accounting and auditing

Skills:

- Accounting and book-keeping
- Office Administration
- Project Coordination
- Time Management
- Budget Management and cost calculation
- Excellent Written and Verbal Communication
- Basic MS Office Suite (Word, Excel, Outlook)

Volunteer Experience:

Administrative Volunteer:

- Mahila Mandal Swaminarayan Mandir, Surat.
- Swaminarayan Mandir, Vadatal.

Persona Detail:

Full Name	:	Vijeta Bachubhai Ghodadara
Nationality	:	Indian
Visa Status	:	on Family visa
Languages known	:	Hindi (proficiency), Gujarati (native), English (basic)
Hobbies	:	Travelling