

**MR. DHAIRYA DESAI**

Plot No-24/ A-21, Omkar CHS, Gorai - 1, Borivali (W), Mumbai-400 092.

Phone: +971-509668237 Email: dhairyadesai854@yahoo.com.

**Professional Objective:**

To work in a dynamic and professional environment that gives me an opportunity and exposure to grow in my career aspirations.

**Academic Qualifications:**

Examination	Board/University	College/School	Year of passing
T.Y.B.Com	University of Mumbai	Ghanshyamdas Saraf	2015
H.S.C	Maharashtra State Board	Durgadevi Saraf	2012
S.S.C	Maharashtra State Board	ST Rocks High School	2010

**Work Exposure:**

**West Zone Supermarket (Currently working in Dubai) - From November 2021 to till date**

**Designation:** – Store Incharge

**Job Role:** -

- Responsible for monthly checking of bills and submission to Finance
- Daily Receiving of goods from the suppliers
- Taking care of goods return as per the expiry date
- Taking care of purchase through the software
- Responsible for vegetable voucher purchase
- Taking care of cash counter

**Ouba Architectural Products Pvt Ltd - From June 2020 to March 2021**

**Designation:** – Executive Field Force Administration & HR Executive

**Job Role:** -

- Responsible for monthly checking and submission to Finance
- Communication to Field force and address concerns related to grievances
- Visiting cards/ Stationery dispatch etc.
- Maintenance of employee personal files as per “Checklist”
- Adherence to the SOP / checklist for Onboarding/ Induction
- Processing of all Bills/ Invoices and submission to Finance
- Maintenance of tracker / Book of Invoices submitted to Finance and follow up on payments
- Communication to Field force and address concerns related to grievances
- Visiting cards/ Stationery dispatch etc.
- Preparation of all letters/ appointments/ transfers
- Coordinate the training activities
- Supports all internal and external related inquiries or requests in capacity of LMS administrator

## **HK Acharya & Company - From February 2017 to March2020**

**Designation:** – Admin Officer

**Job Role:** -

- Handling day-to-day admin activities.
- Stationary management.
- Vendor management.
- Responsible to get repairs equipment in case of not working.
- Taking care of Office hygiene, Daily Cleanliness.
- Arranging cake, flower bouquet for executive's Birthday.
- Monthly preparation of office voucher.
- Attending employee query.
- Attendance management, leave management.
- Attending the hearing of trade mark in Mumbai registry office.
- Provide all administrative support to all departments and Maintaining safe & secure work environment. Communicate and solving staff issues.

### **Computer Skills:**

Basic Knowledge of Computers (MS-Word, MS- Excel, Tally. ERP9)

### **Strengths:**

- Good communication and interpersonal skills matched with the ability to manage stress and time
- Result oriented approach with the ability to meet deadlines.

### **Personal Details:**

**Sex** : Male  
**Marital Status** : Unmarried  
**Birth Date** : 1<sup>st</sup> October 1995  
**Languages known** : English, Hindi, Marathi & Gujarati  
**Nationality** : Indian  
**Date:**  
**Place: Mumbai**

**(Dhairya Desai)**

