

# NEEL KETAN PAREKH



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📍 Al Fattan Currency Tower House DIFC

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## 🚀 SKILLS

Admin

Operational management

Problem solving

Adaptability

Time management

Multi tasking

## 👤 PERSONAL DETAILS

Date of Birth : 26/06/1999

Nationality : INDIAN

Passport : U4234210

Gender : Male

## 🗣️ LANGUAGES

English

Hindi

Gujrati

## 🎯 OBJECTIVE

Versatile Administration Officer able to handle diverse roles on daily basis. Practiced at driving improvements to quality, productivity and service. Bringing 1 years of Construction and Going on Group of Companies experience, I am eager to continue growing and expanding my skills and hopefully into managerial role in Future

## 💼 EXPERIENCE

### Administrator

2023 - 2025

Shreeji Investment DIFC DUBAI

- 1) Manage and check day to day operations of various facilities such as cleaning, security guards, CCTV and cloud access control, vehicle and oil management and office stationary.
- 2) In charge of creating, controlling and registering staff ID into ZKT software
- 3) Handle petty cash for buying office goods. Supervise the therapists and security in day to day operations as in charge of dealing with issues
- 4) Handle marketing inquiries and collaborate on external partnerships, including billboard placements.
- 5) Support in negotiating with distributors suppliers and clients according to office needs.
- 6) Maintain good relationships with government offices, update data and necessary information on government websites.
- 7) Perform other administrative duties as required

## 🎓 EDUCATION

### Bachelor Of Business Administration (BBA)

2017

PARUL UNIVERSITY

6.50

### Post Graduation Diploma In Retail And Supply Management

2022

Baking Industry Training College singapore (BITC)

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