CLASSIC PARMAR

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**A Motivated, Adaptable and Responsible Individual seeking a position which will utilize the professional and technical skills developed through past work experience in the field. Looking forward to restart a career.**

**Professional Profile**

* Team based management style with abilities in creating a conducive environment to work.
* Detail oriented & resourceful in completing projects; ability to multi-task effectively.

**Professional Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company /Organization | Date | Designation | Experience |
| From | To | Year | M | D |
| Shree Gujarat Education trust, Vadodara, Gujarat, India | 01/05/2015 | 30/11/2024. | Administration  | 09 | - | - |

**Key Responsibility Area**

1. **Office Management** – Overseeing day-to-day office operations, including facilities management.
2. **Budgeting & Cost Control** – Managing administrative budgets and expenses.
3. **Vendor & Supplier Management** – Coordinating with external vendors and service providers.
4. **Event Planning & Coordination** – Organizing corporate events, meetings, and conferences.
5. **Records & Documentation Management** – Maintaining accurate and confidential employee records.
6. **Time & Attendance Management** – Monitoring and reporting on employee attendance and leave.
7. **Travel & Accommodation Arrangements** – Managing business travel logistics for staff.
8. **Inventory & Asset Management** – Tracking and managing office supplies and equipment.
9. **Health & Safety Compliance** – Ensuring the workplace adheres to health and safety regulations.
10. **Executive Support** – Providing administrative support to senior leadership.
11. **Calendar & Schedule Management** – Coordinating meetings and schedules efficiently.
12. **Facility Management** – Handling maintenance and upkeep of office premises.
13. **Procurement & Supply Chain Management** – Overseeing purchase orders and supply inventory.
14. **Project Management** – Leading administrative projects from planning to execution.
15. **Communication & Negotiation Skills** – Effectively handling internal and external communications.

**Academia**

* Graduate in Commerce with pass class from Maharaja Sayajirao University of Baroda, April 2009.

**IT Skills**

* Well versed in MS Word, PowerPoint, Excel reports.

**Personal Dossier**

* Date of Birth : 23th April 1988
* Blood Group : O +ve
* Weight : 66kg
* Height : 165cm
* Marital Status : Unmarried
* Address : 1605 Future Tower 2, Behind Petrofec Towers, Al khan, Sharjah,

 United Arab Emirates