

Tejash K Pinara

Dubai, United Arab Emirates

+971582982009

me.tejash@gmail.com

SUMMARY

Highly motivated and detail-oriented Admin Executive with over 6 years of experience in Inventory control, Logistics Software and operations coordination. Proven track record of improving efficiency and problem-solving. Adept at managing complex logistics processes, maintaining meticulous records, and ensuring timely delivery of goods. An ambitious, creative and highly motivated individual, who has a passion for the retail industry and an uncompromising commitment to quality and outstanding people skills. Having a proven track record of producing high quality results, and Excellent communication, organizational, and multitasking skills.

EXPERIENCE

Interactive Digits - Administrative Support Executive

Dubai, United Arab Emirates

09/2020 - 08/2024

- Social Media Management: Develop and implement social media strategies across multiple platforms (Instagram, Facebook, etc.) to increase brand awareness, engagement, and follower growth.
- Content Creation: Create compelling and relevant content, including posts, videos, and stories, that aligns with our brand voice and resonates with our audience.
- Interacting with clients and computer users to determine the nature of problems.
- Input, update, and maintain client data in Excel spreadsheets Ensure accuracy and integrity of all data entries.
- Organize and store data files systematically Generate reports and perform basic data analysis as required.
- Maintain confidentiality and handle sensitive data responsibly Requirements.
- Payment Gateway Integration: Manage the integration of various payment gateways into our gaming platforms, ensuring compatibility with multiple currencies and payment methods.
- Transaction Monitoring: Continuously monitor and analyze transaction data to identify and resolve any issues related to payment processing, including failed transactions, delays, and fraud.

Shalimar Goods Carrier Pvt Ltd - Logistics Admin Coordinator

Mumbai, India

06/2016 - 12/2019

SKILLS

- Problem solving.
- Communication skills.
- Customer service.
- Analytical skills.
- Invoicing.
- Team player.
- Accountability.
- Decision Making.
- Microsoft Office.
- Office administration.
- Data confidentiality.
- Document management.
- Office staff leadership.
- Inventory management.
- Coordinate timely and accurate shipments.
- Accounts payable, receivable, general ledger accounting.

EDUCATION

2024

Great Learning

India

Logistics & Supply Chain
Management

2012

Frankfinn Institute

Mumbai, India

Diploma of Higher Education:
Aviation Management

2007

Sardar Vallabhbhai Patel High
School

Gujarat, India

Certificate of Higher Education:
Arts

- Coordinate and oversee daily logistics operations, including shipping, receiving, warehousing, and inventory management.
- Maintain accurate records of inventory, shipments, and logistics activities, ensuring compliance with company policies and regulations.
- Communicate effectively with vendors, customers via email/phone/face-to-face to ensure timely and accurate delivery of goods.
- Monitoring and reviewing store & Staff performance on a regular daily, weekly and monthly basis.
- Maintaining accurate statistical and financial records.
- Monitored and tracked inventory levels, ensuring optimal stock levels and minimizing stockout.
- Resolving logistics-related issues and discrepancies in a timely manner, maintaining high levels of customer satisfaction.
- Handling Shipping documentation, preparing cargo for shipment, expediting material delivery, and arranging import/export clearance.
- Supporting other departments like Air freight/Sea freight/Import/Export/Courier regarding any query with their customers or suppliers.
- Managing stock levels using IT systems and digital devices.

Hotel Bawa International - Front Office Executive

Mumbai, India

01/2015 - 12/2015

- Welcomes and registers hotel guests, explaining the accommodations and establishing credit or method of payment.
- Checks guest out of the hotel, preparing and explaining the bill.
- Handles all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible.
- Assists guests in all inquiries in connection with hotel services, hours of operations, key hotel personnel, in-house events, directions, etc.
- Responds to all guest requests in an accurate and timely manner. Interactions with guest will be in person and by phone.
- Resolves guest complaints, and find opportunities to recognize and personalize the service experience for all guests.

LANGUAGES

English:	C1	Hindi:	C2
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Advanced		Proficient	
Gujarati:	C2		
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>			
Proficient			