

# 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

