







# Vinit

## Office Assistant

Experienced Brand Coordinator & Process Coordinator, highly motivated and results-driven, with 2 years in brand management, marketing, and operational workflow optimization. Skilled in branding strategy execution, project management, process improvement, data analysis, and market research. Proven success in revamping brand messaging, boosting sales by 20%, optimizing business processes, and launching new product lines. Known for exceptional communication, attention to detail, and cross-functional collaboration, driving brand and operational efficiency.

### CONTACTS

-  +52182 521821060
-  [vinitchaubey867@gmail.com](mailto:vinitchaubey867@gmail.com)
-  5 years 7 months
-  Indian
-  Hindi, English
-  Ras Al Khaimah, United Arab Emirates (UAE)

### KEY SKILLS

- Workflow Management
- Customer Service
- Operations
- Administration
- Office Administration
- Office Assistance
- Office Supervision
- Back Office
- Computer Operating
- Data Entry Operation

### PROFESSIONAL EXPERIENCE

#### G P LLC

Office Assistant

**Apr 2025 - Present | Dubai, United Arab Emirates (UAE)**

Provided extensive administrative support to enhance office efficiency and organization. Managed communication by handling incoming calls and emails, ensuring timely and appropriate responses. Streamlined visitor processes by greeting guests and offering assistance, fostering a welcoming environment.

- Maintained meticulous filing systems, both electronic and physical, which improved document retrieval by 30%.
- Coordinated schedules by organizing meetings and appointments, contributing to better time management for the team.
- Prepared and distributed professional correspondence, memos, and forms, ensuring effective internal and external communication.
- Managed office supplies inventory, reducing costs by 15% through strategic ordering and monitoring.
- Assisted in the preparation of reports and performed basic bookkeeping tasks, supporting financial accuracy

#### Sharman udyog pvt Ltd

Senior Merchandiser

**Jun 2022 - Apr 2025 | Delhi NCR, India**

As a Brand Coordinator at Sharman Udyog Pvt Ltd, I was responsible for managing and promoting the company's brand image and presence in the market. I worked closely with the marketing team to develop and implement strategies that aligned with the company's overall goals and objectives. My strong communication skills and attention to detail

helped me successfully execute various brand campaigns and initiatives.

## **Ribbel international limited**

Process Coordinator

**May 2021 - May 2022 | Delhi NCR, India**

During my time as a Process Coordinator at Ribbel International Ltd, I was responsible for overseeing and managing the company's production process. This included coordinating with various departments, monitoring progress, and implementing improvements to increase efficiency and quality.

## **Maa Sharda enterprises**

Receptionist Cum Administrative Assistant

**Feb 2020 - Mar 2021 | India, India**

Managed front desk operations, handled inquiries, coordinated administrative tasks, scheduled meetings, managed correspondence, organized documents, and supported daily office functions efficiently.

## **EDUCATION**

### **Bachelor of Commerce - Commerce**

Deen Dayal Upadhyay Gorakhpur University/India, Gorakhpur, India

**2019**