**C U R R I C U L U M V I T A E**

**Sayli Gajanan Mallurwar**

**Admin Assistant**

**Sharjah**

**Contact number : +971 0568812213**

**Email ID:** sayli.mallurwar@yahoo.com

**JOB OBJECTIVE**: Committed and motivated Administrative/Personal Assistant with 2 years of experience in the Wholesaler domain, exceptional customer service, and decision-making skills. Strong work ethic, professional demeanor, and great initiative.

**Skills Set:**

* Analytical skills, excellent oral/written communication skills and organizational skills.
* Prepare and execute reports on a regular and timely basis.
* Create and maintain filing system and efficient information retrieval system.
* Schedule appointments, make Domestic/International travel arrangements and calendar management.
* Perform clerical duties to include photocopying, mailing and scanning documents.
* Produce timely and accurate of documents (reports, memos, proposals, charts, agreements, PowerPoint presentations, etc.)
* General day-to-day office management i.e: order all office supplies, routing all incoming calls, IT troubleshooting, maintain work area, process office invoices, mail distribution.
* Creating marketing materials, surveys, and tour books for broker leads.

**WORK EXPERIENCE: EXPERIANCE IN W.R.T Sales and Serives Pvt Ltd(Dealer of Kirloskar Brothers Ltd, Nagpur) From (May 2014 to Oct 2015)**

* Respond to requests (phone, e-mail, in-person requests, etc.) by gathering and providing information, referring non-routine calls to appropriate staff.
* Establishes and maintains files, reports, and other hard copies of computerized information related to departmental operations.
* Produce and create complex PowerPoint Presentations, Excel Spreadsheets, and word documents.
* Creating sales and proforma invoice for clients as per orders.
* Maintaining and updating database of employee and confidential file of employee.
* calendaring, document preparation and management, correspondence, travel arrangements, and meeting/travel coordination. Managing appointment schedule and initiated follow-up calls/reminders to the clients.
* Managing daily telephone calls and updating detailed information into the client database (e.g., recording service provided, appointment length and all other personal information).
* Call vendors to check on the orders, Schedule deliveries and coordinate payment.
* Schedule executive travel and staff meeting.

**EDUCATION:**

MASTER DEGREE IN COMPUTER APPLICATION (2011-2014)

BACHELORS DEGREE IN COMPUTER APPLICATION (2008-2011)

**PERSONAL DETAILS:**

**Husband Name:** Avinash Nandakumar Belgamwar

**Date of Birth:**  13th Feb 1991

**Gender:** Female.

**Permanent Address** : Lives in Sharjah.

**Nationality:** Indian.

**Languages Known:** English, Hindi, Marathi.

**Work Experience:** 2 years.

**Passport Number:** N2521779

**Visa:** Dependent resident valid till May-2023

**DECLARATION:**

I, the undersigned hereby declare that the above given information is true to the best of my knowledge.

**Date:**

**Place:** Sharjah