

TEJAL SAGAR



CONTACT

@ jinadratejal06@gmail.com

+971556796039

Al Mareija Street Sharjah
(UAE)

PERSONAL DETAILS

Marital : Married
Status

Nationality : Indian

Visa : Husband
Status Sponsorship

SKILLS

* Proficiency in MS Office *
Communication skills *
Problem Solving * Decision
Making * Managing and
Team Building

LANGUAGE

Languages Known : * English
* Hindi * Gujarati * Marathi

OBJECTIVE

To seek a position in a prestigious organization that would allow me to utilize my creativity expertise conceptual skills to play an integral part in the environment that promotes a continuous growth of knowledge and skills, along with strong opportunities for progression with the company.

EXPERIENCE

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Harve Tube Tekniqs Pvt Ltd
Secretary cum Receptionist

Harve Tube Tekniqs Pvt. Ltd.
(Solution Provider for Tube &
Pipe Industry)

- Letter Drafting
- Co-ordinate with clients, if any requirements from clients
- Sending email responses to clients
- Uploading & downloading of data files
- Managing travel desk
- Managing all admin work
- Handling petty cash.
- Attending both inbound as well as outbound calls of clients & and follow ups

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Mira Inform Pvt. Ltd.

Senior Executive

Mira Inform Pvt. Ltd. (Domestic & Overseas Business Information Reports)

- Making reports and Motivating team members to achieve accuracy targets
- Co – ordinate with clients , if any requirements from clients
- Maintaining record of incoming and outgoing emails
- Uploading & downloading of data files
- Managing all admin work
- Attending both inbound as well as outbound calls of clients & customers regarding requirements and follow ups

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Club Aquaria (Health Club)

Head Fitness Trainer

Club Aquaria (Health Club)

- Preparing Exercise Schedule for clients
- Co-ordinate with clients, If any requirements from Clients
- Providing Professional Training to clients
- Motivating Team Members to Achieve Accuracy Targets
- Maintaining Records for Clients
- Handling Customers Smoothly and Efficiently and Solve the Queries

- **MCF Club (Fitness Club)**

Fitness Trainer

MCF Club (Fitness Club)

- Preparing exercise schedule for clients
- Co – ordinate with clients, if any requirements from clients
- Providing professional training to clients
- Motivating clients
- Maintaining records for clients
- Handling customers smoothly and efficiently and solve the queries

- **Rekha Advertising Agency**

Admin Executive

Rekha Advertising Agency

- Preparing letters and vouchers
- Maintaining books of accounts
- Data processing
- Sending E-mail responses to clients
- Uploading & Downloading of data files
- Attending both Inbound as well as Outbound Calls of clients & customers regarding requirements and follow Ups

EDUCATION

Mumbai University

High school Graduate

Ambica Yog Cutir

Completed Yoga Course

The LM Fitness Acedemy (Included Theory, Practical & Aerobics)

Completed Fitness Management Course

Raj computers Acedemy (Included HTML, Dream weaver, Fireworks, Swish, Flash)

Completed Web Designing Course