



# Nikita Patel

Seeking for a position that will develop my skills systematically and technically. To find a challenging career in an esteemed organization so that I may grow professionally, while earning a good reputation among my peers. I am seeking a position that will utilize my skills and expertise while offering the chance for advancement.

## Work Experience

### HR CUM ACCOUNTANT(UAE)

#### Knk Marketing Consultancy(Feb 2021-July 2021)

- Managing company staff, including coordinating and supporting the recruitment process
- Determining suitable salaries and remuneration
- Providing the necessary support systems for payroll requirements
- Preparation of salary statement
- Handling cash and bank transactions
- Maintain confidentiality of all accounting and financial records
- Preparing pay slips for the employees
- Preparing invoices for clients, sending reminders for outstanding payments
- Managing leaves and attendance

### OFFICE ADMINISTRATOR CUM APPOINTMENT STAFF(UAE)

#### Xad Technologies LLC.(April 2020 - Sept 2020)

- Document all call information according to standard operating procedures
- Recognize, document, and alert the management team of trends in customer calls
- Follow up customer calls where necessary
- Answer incoming calls and respond to customer's emails

## Educational History

**MASTERS OF INTERIOR DESIGN**  
**MANIPAL ACADEMY OF HIGHER**  
**EDUCATION,DUBAI | 2019- 2021**

**BACHELOR DEGREE IN B.Sc.(HONOURS)**  
**INTERIOR DESIGN WITH DISTINCTION**  
**THE MAHARAJA SAYAJIRAO UNIVERSITY OF**  
**BARODA(GUJARAT),INDIA | JUNE 2015 - MAY**  
**2018**

## Contact me at:

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### ADMINISTRATIVE ASSISTANT (INDIA)

#### Steelco Gujarat Ltd (Mar 2017 - Aug 2019)

- Effectively dealing with all office paperwork including filing, photocopying, faxing
- Accurately inputting and updating client information on computer system
- Supporting managers across different teams to coordinate diaries and plan meetings
- Typing letters, reports and emails for Senior Managers to a high quality
- Supporting on reception duties to cover staff, building excellent customer relations

### INTERNSHIP WORK- INTERIOR DESIGN (INDIA)

#### Architect Talib Patel Associates (Dec 2017 - Feb 2018)

- Assisted sales representative maintain showroom library and helped manage extensive fabric line.
- Ordered and put away missing samples, updated textile binders, mailed samples to clients, and interfaced with
- clients to recommend fabric selections.
- Attended client appointments to observe installation and project management process.

## Skills

- AUTOCAD
- 3DS MAX
- SKETCHUP
- EXCEL
- MICROSOFT WORD
- POWERPOINT
- PHOTOSHOP
- LIVE SKETCHING USING DIFFERENT MEDIUMS

## Languages

- English : Proficient
- Hindi : Native
- Gujarati : Native
- Urdu : Speaking