



JIGNA RAHUL SHASTRI

Manager – Human Resources
Dubai

Dear Sir/ Madam,

**Sub: Application for the Position of Office Co-Coordinator / Office Administrator/
Office Assistant.**

Being given to understand that there exist vacancies for the above position in your Organization, I have the pleasure in offering my candidature for your perusal.

My detailed resume is enclosed herewith for your favorable consideration. This application is for better prospects but a long-term career change.

With practical experience of 12 years in the field of Office Co-ordination (Sales Dept.), Office Administration & Computers, I am confident of possessing the skills required to do full justice for the above position and can add value to a professionally managed group.

Thanking you and assuring you of my best co-operation at all times.

Yours truly,

Jigna Rahul Shastri
(055341670)

***Dubai: Al Mankhool, Bur Dubai
Mob: +971 55 3416760***

CURRICULUM VITAE

JIGNA RAHUL SHASTRI

Objective

To establish a career by joining an esteemed organization with an aspiration for good future prospects

Personal

- Indian
- Married
- Born on 6 May, 1980
- Hobbies include reading, swimming and exploring places.
- Fluent in English, Hindi, Marathi & Gujarati.
- Contact no.-**0553416760**
- Email: jiga_06@yahoo.co.in

Work Experience

Currently employed as Admin Executive (Assistant) at **Anriya Trading Dmcc - Dubai**

Duties

- Maintaining and coordinating schedules for senior executives, including meetings, appointments and travel arrangements.
- Answering phone calls, responding to emails, and managing correspondence with clients and vendors.
- Preparing and distributing important documents like sales reports, invoices, purchase orders, and compliance paperwork.
- Arranging and managing internal and external meetings and following up on action
- Managing office supplies, equipment, and facilities maintenance.
- Ensuring adherence to diamond industry regulations regarding grading, certification, and traceability.
- Maintaining accurate records of inventory, sales data, and other relevant information.
- Responding to customer inquiries and addressing concerns related to purchases or sales.
- Assisting with specific projects related to marketing or sales events.

- Tracking administrative expenses and maintaining petty cash adherence.
- Clear and concise communication both verbally and in writing.
- Ability to manage multiple tasks and prioritize effectively.
- Attention to accuracy and precision when handling goods information.
- Maintaining discretion when handling sensitive information.

Worked as Sales Executive (Assistant) at **Vodafone -India**
(March 2005- April 2008)

Duties

- MIS Reports- (Recknor, Product breakup report, Manpower report, Lead Report, .
- Distribution of Preparing reports leads to DSA via CRM (Follow up of leads, feedback, allotting to sales manager and account manager)
- Operating on BSCS (Allotting P2P, FWP leads)
- Handling Database (P2P, ACQ, DND- DSA wise weekly)
- Making Presentations for Channel and Meets
- Interaction with various Departments (Activations, Credits, Finance, Marketing, Customer Service related to DSA Team and customers)
- Interaction with all Account Managers, Area managers and DSA
- DSA Co-ordination (Allotting numbers, getting waivers on new and old activations, customer issues, reports, daily activation reconciliation, internal dept. work at Vodafone on behalf of team and DSA.
- Raising SRs for Tariff change, Co. change etc. and follow the same till closed.
- Support profile for Team (Interacting with other depts. On their behalf, claiming conveyance and medical, KRA reports for Team)

Worked with **Hutchison Max Telecom Pvt. Ltd. (Orange – Hutch)- India** as Personal Assistant to the Vice President of Management Service, IT Head and CEO (June 2003- Nov 2004)

Duties

- Handling the correspondence / confidential paperwork
- Self-correspondence through mails
- Preparing reports and documents as requested by the seniors
- Keeping track of incoming and outgoing post/ couriers
- Maintaining Files/ Stationery for the whole Department
- Attending phone calls
- Arrange the meetings and get the meeting organized too.
- Arrange for business tour.

Worked with **SOCOIN INTERNATIONAL (UAE)** from
May 2002- June 2003 as Office Assistant (Sales –Dept)

Duties

- Handle correspondence/ confidential paperwork
- Preparing formats of Invoices, Certificates etc on Computers
- Handling petty cash and rough accounting on Tally Package
- Keeping the track of incoming and outgoing cheques
- Provide Quotations to the customers (formatted)
- Chasing up the outstanding work
- Receiving payments from the clients

April 1999 – March 2002 **Sea Scan Marine Services Pvt. Ltd.**
Personal Assistant to the Director / Administration Supervisor

Duties

- Provide a back support to the Director
- Look after his travel plans, work schedules
- Personal correspondence of the Director
- Deal with confidential paperwork
- Co-ordinate with the Branch Office in Goa with regard to important documentation.
- Handle day to day regular correspondence independently on computer
- Co-ordination with Branch Office.
- Work on computers for various correspondence, formats and billing.

Administration Duties

- Provide Quotations
- Interact with regular customers
- Receive payments
- Make follow up calls for outstanding payments
- Chase ups on outstanding work requirements.

May 1997 – August 1999 **Babaji Shivram Pvt. Ltd., India**
Front Office In charge

- Handle walk-in clients
- Attend to telephone calls
- Fix appointments for the Marketing manager
- Maintain database of existing and new clients.
- Prepare report off that database with respect to the number of orders.

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Academic Education

<u>Qualification</u>	<u>Faculty</u>	<u>Board/University</u>	<u>Year</u>	<u>Achievement</u>
Graduation	Commerce	Bombay	2000	Second Class
Higher Secondary	Commerce	Bombay	1997	First Class
Secondary School	General	Bombay Board	1995	Distinction

Computers

Completed one full semester in computers. Windows: Excel, PowerPoint, Word & Internet.

Typing

Possess the typing speed of 75 W.P.M