



AMAAN BHARDE

HIGHLY ORGANIZED OFFICE ADMINISTRATOR / SALES ASSISTANT , WITH 4 YEARS OF EXPERIENCE MANAGING ADMINISTRATIVE TASKS, SCHEDULING APPOINTMENTS, AND COORDINATING MEETINGS. TO UTILIZE MY EXPERIENCE IN SALES AND CUSTOMER SERVICE TO CONTRIBUTE IN SUCCESS OF ORGANIZATION.

Work experience

ADMIN/ ACCOUNTS ASSISTANT Sep 2023 - Present

KANYON CONTRACTING, SAR, BAHRAIN

- 1.COORDINATING TRAVEL ARRANGEMENTS , MANAGED SCHEDULES AND FACILATATED MEETINGS TO SUPPORT DAY TO DAY ADMINISTRATIVE OPERATIONS.
- 2.MAINTAINED INVENTORY FOR OFFICE SUPPLIES AND EQUIPMENT ,ENSURING EFFICIENT OFFICE FUNCTIONALITY.
- 3.PREPARED DISTRIBUTED AND ORGANIZED ESSENTIAL DOCUMENTS,REPORTS,AND PRESENTATIONS ENHANCING TEAM COMMUNICATION.
- 4.IMPLEMENTED AND SUPPORTED ADMINISTRATIVE PROCEDURES ,CONTRIBUTING TO A STREAMLIMNED OFFICE ENVIROMENT.
- 5.CONDUCTED COMPREHENSIVE FINANCIAL TASKS ,INCLUDING HANDLING MONTHLY SALARIES , EXPENSE TRACKING FOR VEHICLE MAINTAINENCE , AND PROCESSING INVOICES AND PURCHASE ORDERS.
- 6.OVERSAW ACCOUNTS RECEIVABLE AND PAYABLE, INCLUDING INVOICE ISSUANCE AND RECONCLLIATION, TO MAINTAIN FINANCIAL ACCURACY.
- 7.Maintaining daily time cards and over time according to that calculating .
- 8.Prepare and process all payroll deductions, taxes and fringe benefits.
- 9.Creating monthly salary from daily time sheet data according to that calculating overtime and further benefits.

ADMIN /ACCOUNTS ASSISTANT Jul 2022 - Jul 2023

GAUSIYA EXPORTS PVT.LTD, NAVI MUMBAI

1. WORKING AS AN PERSONAL ASSISTANT FOR THE GENRERAL MANAGER OF THE COMPANY. HANDLING AND MAINTAINING ALL HIS WORKING AND MEETING ARRANGEMENT.
2. DOING TRAVEL ARRANGEMENTS FOR DOMESTIC AND INTERNATIONAL BUSINESS TRIP FOR GENERAL MANAGER AND OTHER STAFF.
- 3.RECONCILING FINANCIAL STATEMENTS.
- 4.INVOICES PROCESSING AND RECEIVABLE.DEALING WITH INCOMING INVOICES AND IDENTIFYING DISCREPANCIES.
- 5.CALLING CLIENTS AND SCHEDULING APPOINTMENTS.
- 6.PREPARE BANK DEPOSITS.
- 7.TALKING TO CUSTOMERS AND SUPPLIERS.

BUSINESS DEVELOPMENT EXECUTIVE/ADMIN ASSISTANT Apr 2021 - Jun 2022

EKA ACADEMY PVT LTD., NAVI MUMBAI

- 1.MANAGED ACCOUNTS PAYABLE AND RECEIVABLES , INCLUDING VENDOR/CLIENT MANAGEMENT FOR EKA ACADEMY PROJECTS, IMPROVING ACCOUNTS ACCURACY AND EFFICIENCY.
- 2.PREPARED AND UPDATED FINANCIAL STATEMENTS, ENSURING TIMELY PROCESSING OF INVOICES AND PAYMENTS TO SERVICE PROVIDERS.
- 3.MAINTAINED RECORDS OF BUSINESS COSTS, HIGHLIGHTING MANPOWER COST AND TRAINING OVERHEADS, OPTIMIZING BUDGET ALLOCATION.
- 4.RESOLVED INACCURACIES IN INVOICES AND PROACTIVELY CONTACTED CLIENTS ABOUT PAST DUE PATYMENTS, ENHANCING ACCOUNTS RECONCILLIATION PROCESSES.
- 5.AS A BUSINESS DEVELOPMENT EXECUTIVE , ENGAGED WITH CORPORATE CLIENTS TO IDENTIFY TRAINING NEEDS, RECOMMENDING BENEFICIAL PROGRAMS.
- 6.FACILITIATED PROJECT MANAGEMENT FOR TRAINING EVENTS , INCLUDING LOGISTICS LIKE TRAVEL AND HOTEL BOOKINGS, ENSURING SMOOTH EXECUTION.
- 7.ATTENDED CLIENT MEETINGS TO UNDERSTAND AND ADDRESS CORPORATE TRAINING REQUIREMENTS, FOSTERING STRONG CLIENT RELATIONSHIPS.

Personal

Name
AMAAN BHARDE

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Riffa
Hajjiyat

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Interests

ADVENTURE TRIPS

FOOTBALL

Languages

ENGLISH	Fluent
ARABIC	Intermediate
HINDI	Native
URDU	Native

SALES ASSOCIATE

Nov 2020 - Jan 2021

VIZTAR PVT LTD, NAVI MUMBAI

- 1.WORKING AS AN SALES ASSOCIATE FOR FUTURE GENERALLI INSURANCE COMPANY.
- 2.ROLE WAS TO TALK WITH CLIENT WHOP ARE LOOKING FOR HEALTH INSURANCE AND PITCH THEM THE BENEFITS WHICH OUR COMPANY IS PROVIDING .
- 3.CONTACTING EXISTING CUSTOMERS AS WELL AS PROSPECTIVE CUSTOMERS USING SCRIPTS.
- 4.ASKING QUESTIONS TO THE CUSTOMER AND UNDERSTANDING THEIR SPECIFICATIONS. RESOLVING QUERIES AND ISSUES RELATED TO THE PRODUCTS AND SERVICES.

Education and Qualifications

BACHELOR IN MANAGEMENT STUDIES

Jun 2018 - May 2021

UNIVERSITY OF MUMBAI, NAVI MUMBAI

HSC

Jun 2017 - Apr 2018

UNIVERSITY OF MUMBAI, NAVI MUMBAI

SSC

Sep 2024 - Jul 2024

Skills

MICROSOFT EXCEL



TALLY PRIME



Custom section

VALID BAHRAINI DRIVING LICENSE