

# **SWAR VORA GUSANI**



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## **OBJECTIVE:**

I aspire to succeed in a challenging environment that helps me in developing myself and in constantly improving myself. To obtain suitable full-time position in an Industry / Service organization to further my career prospects by contributing towards growth and development of the organization.

## **WORK EXPERIENCES:**



**Security Solutions W.L.L, Bahrain -**  
Administrative Assistant.

June 2019 to Present

### **KEY RESPONSIBILITIES:**

- Preparing Contracts and other documents for new Employees.
- Invoicing of Tamkeen
- Government Documentation like CPR and CID DNA.
- Providing Induction training for New Arrivals



**Stalwarts Edu-venture, India**

Administrative Executive

October 2014 to October 2015.

### **KEY RESPONSIBILITIES:**

- Contacting schools for the Space camps.
- Preparing the Brochure folders to give the school and the parents.
- Giving presentation for the camp details to the parents.
- Visa process for the students who will be travelling to USA for the space camp.
- Collecting the payment for the same.



**Xphere India Group Pvt. Ltd, India**  
Administrative Executive  
March 2016 to March 2017.

### **KEY RESPONSIBILITIES:**

- Generating client leads for the sale.
- Making the Proforma Invoice for sending the client and taking a confirmation after the same.
- Making the final Proforma Invoice after the confirmation.
- Meeting with the clients to sell the designs for the textile printer.
- Creating a detailed report for the sale with the amount and the quantity
- Taking follow up for the payment for both the machine and the designs.
- Taking care of the travel desk for the MD and the Project managers (visa process, booking tickets, booking hotels, making holiday package etc)



**Sandeep Patel Group Tutions, India**  
Teacher & Administration.  
June 2017 to March 2018

### **KEY RESPONSIBILITIES:**

- Teaching English subject from 1<sup>st</sup> grade to 6<sup>th</sup> grade.
- Teaching Social Studies from 1<sup>st</sup> grade to 6<sup>th</sup> grade.
- Handling admissions of students till grade 12<sup>th</sup>.
- Managing student's data.



**Bodakdev School for Children, India**  
Administrative Executive

July 2018 to May 2019.

**KEY RESPONSIBILITIES:**

- Making a daily report for the walk in inquires
- Attending the walk- in inquires for the admission.
- Attending the inquires on call.
- In the absence of the admission coordinator doing the whole admission process.
- Organizing events (Premier schools' exhibitions, Pride Hotel and Mother and Toddler India Expo)
- Collecting the documents for the Ground staff and making their HR files
- Doing the HR forms Filling for the ground staff
- Coordinating about the service of the Sani pod
- Doing the HR work given by the Manager.

**EDUCATIONAL BACKGROUND**

<u>DEGREE</u>	<u>COLLEGE</u>	<u>YEAR</u>
• Diploma HR Management	College: GLS University	2017
• Bachelors in commerce.	New LJ Commerce College	2015
• XII Standard (Commerce)	Prakash Higher Secondary School	2012
• X Standard (Commerce)	Prakash Higher Secondary School	2010

**Hobbies & Interests:**

- Singing,
- Reading

- Rock Climbing
- Trekking
- Playing volleyball.

### **PERSONAL PARTICULARS**

- Name: SWAR VORA GUSANI
- Nationality: INDIAN
- DATE OF BIRTH: 16<sup>th</sup> October 1994
- Languages known: English, Hindi, Gujarati