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|  |  | JInal Parekh | |
| Profile Looking for administration profile where I can apply my skills in Managing the organization.  Working in a company where skills and efforts are appreciated. Contact **Phone** : +91-7666305776  **Email**: Jinalparekh65@gmail.com Hobbies Love Watching Korean Drama.  Read books.  Meditation  Listening to music.  **Achievements**   1. 20 % Hike in First Year of service. 2. 50% in Second Year. 3. Best performing youngest HOD for year 2016-2017.   **INTERESTS**   1. Dedicated team player with can do attitude. 2. Determination to perform & belief in excellence through hard work. 3. Good leadership, analytical thinking, ability to adapt well & perform in new environment.   **PERSONAL Details**  **Date of Birth**: 26th November 1995  **Languages Known**: English, Hindi & Gujrati. |  | EDUCATIONMumbai University 2018  Bachelor of Arts from Mumbai University. HSC 2015  Secured 78.77 Percentile in Higher Secondary Examination  **SSC**  2013  Secured 82.18 Percentile in Secondary School Certificate Examination. WORK EXPERIENCE3A Financial Services April 2014– October 2019   * Manage Office Supplies stock & Place Orders. * Maintain & Update the Company Database. * Schedule Cultural & other in-house or external Events. * Assisting human resources department with payroll and personnel databases. * Book Meeting Rooms as required. * Maintain Calendar and Meetings. * Prepare monthly report on office budget and Expenses. * Guest Management including hotel management and Travel. * Visit Branch offices for inspection. * Attend meetings, record notes and messages for managers and senior-level officers. * Receiving and processing communication channels, including email, phone, and physical mail.  SKILLS  * Proficient in Microsoft Office Operator. * Highly Organized, Self-motivated & Hard Working. * Strong Communication Skills, Quick Learner. * CRM Application for Database Upload. * HRMS Management for HR support. * Mailing and Drafting letters to clients/companies. * Mail merge to send mails as well as printing & label Printing. |