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|  |  | JInal Parekh |
| ProfileLooking 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.comHobbiesLove 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 University2018Bachelor of Arts from Mumbai University.HSC2015Secured 78.77 Percentile in Higher Secondary Examination**SSC** 2013Secured 82.18 Percentile in Secondary School Certificate Examination.WORK EXPERIENCE3A Financial ServicesApril 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.
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