



## SEHRISHKUNDGOL

### CONTACT

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### CORE COMPETENCIES

- Project Management
- Problem-solving
- Decision-making skills
- Team management
- Capable of drafting letters/emails
- Reporting in Excel.
- Huge Data Reconciliation using Excel using VLOOKUP, Pivot tables and Graphs
- PowerPoint Presentation
- Knowledge of Google suite, Scanning, Printer, Xerox, Fax
- Inventory management using ZOHO Software
- Telephone/customer-facing skills
- Designing skills
- Office administration

### OBJECTIVE

To build a career in a Challenging Environment and to give my best to a well-reputed and dynamic organization that has the potential to unearth individual excellence. An organization that provides me with the opportunity to apply my knowledge, experience and communication skills, to produce satisfying, innovative and successful solutions to problems that may be faced.

### CAREER PROFILE

- Performance-driven executive professional with 8 years of experience in facilitating support services and office management.
- Self-motivated with a passion to achieve objectives through dedication, integrity, trust, and hard work.
- Characterized by a willingness to go extra miles in order to ensure the administration run efficiently & have a natural capacity for creating a dynamic & innovative administration team.
- Strong organizational, customer service, team player and communication skills with ability to achieve business objectives.
- Possessing sound organizational & administrative skills as well as time management and multitasking skills resulting to effective operational excellence.
- Strong work ethic, professional demeanor and great initiative.
- Resilience and ability to stay calm when under pressure.

### WORK EXPERIENCE

11/2022 – 09/2023

**Admin Executive**, Golden Avenue Technology LLC-Dubai, UAE

Responsibilities:

- Oversee and support all administrative duties in the office and ensure office is operating smoothly.
- Maintain orderly clients and firm's general administrative files. File documents and emails in the firm's electronic document software.
- Review, prioritize, and route incoming mail. Prepare outgoing mail and overnight packages. Coordinate courier pickups and deliveries.
- Distribute correspondence using scanning, PDF, email or hard copy delivery. Manage office budget including expenses and salaries
- Oversee the purchasing of supplies and equipment for Project & office and maintaining proper stock levels
- Generating Estimates, Invoice and uploading purchase invoice using ZOHO Inventory Software.
- Follow up with client payments via e-transfer, certified/company cheques, etc. Maintain an accurate payment terms list.
- Dealing with correspondence, complaints, and queries preparing letters, presentations, and reports.

01/2021 – 02/2022

**Project Coordinator**, DMS Services- Goa, India Responsibilities:

- Source new revenue streams and client contacts to bring in business.
- Co-ordinate and manage Website projects.
- Collect requirements from the clients & present it to the team.
- Analyze project data and contact clients for discussions.

## LANGUAGES

English

Hindi

Konkani

## INTERESTS

- Physical Activities: Hiking, Camping.
- Leisure activities: Reading, Knitting, Cooking, Internet Surfing.

## PERSONAL INFORMATION

Marital Status:

Married

Nationality:

Indian

DOB:

24/03/1990

Religion:

Islam

Visa Type:

Sponsor Visa

Joining:

Immediate

- Managing reports and necessary documentation.
- Prepare and maintain Project documentation.
- Manage project closure & delivery.

04-2018 - 01/2020

**Customer Service Administrator**, Concorde General Trading, (E-commerce)  
Dubai, UAE

Responsibilities:

- Managing incoming calls and customer service inquiries.
- Identify potential clients; conduct cold calling & sending emails.
- Provide accurate, valid, and complete information to the customers by using the right methods.
- Coordinating with head office in regard to document collection and serving as an intermediary between client and head office. Generating Quotations & invoices, making sales & commission reports.
- Assisting in the recruitment process of the company by screening & arranging interviews.
- Consistently deliver reports and update the progress of the sales achievements to the Managing Director.

02/2014 – 03/2017

**Project Assistant**, CSIR - National Institute of Oceanography (NIO), Goa-India  
Responsibilities:

- Carry out research & survey for easier and effective execution of projects.
- Execute and perform laboratory & data analysis, processing, and organizing documentation, and preparing progress reports.
- Looked after the usage of lab resources and ensured a steady supply of materials needed through maintained records.
- Keep records of all information related to the project for documentation, clarification, and presentation to management.
- Compile data and submit the complete report to the Project head.
- Obtain estimates and complete documentation reports for deferred maintenance projects.

06/2013 – 02/2014

**Office Assistant**, DMS Services- Goa, India  
Responsibilities:

- Managed all day-to-day operations & assist in payroll.
- Record of payments collection from clients
- Letter typing, Making Quotations, Invoices, and Billings.
- Log phone messages into the computer system and email them to staff.
- Attending Phone calls in the Back office to schedule appointment and solve queries

## EDUCATION

- M.Sc. Earth Science, Goa University, Goa, India

## PROFESSIONAL ACHIEVEMENTS

- Scientific Research Papers in international journals

## REFERENCE

- Reference will be furnished on request