

Miss. SWAPNALI GAVALI

Office Administrative Assistant

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CAREER OBJECTIVE

A highly organized and detail-oriented office administrative assistant seeking to utilize my skills and experience to contribute to the success of your organization.

SUMMARY

To support the effective functioning of the office, I want to land a difficult and exciting job as an office administrative assistant. I'll do this by putting my exceptional time-management, organizational, and communication abilities to work. I am committed to providing top-notch customer service, and my attention to detail makes sure that all administrative chores are finished quickly and precisely. I'm looking for an opportunity to contribute to a dynamic, team-oriented workplace where I may further my education in administrative support.

SKILLS

TECHNICAL SKILLS:

- **Microsoft Office Suite :** Microsoft Word for creating and editing documents, Excel for maintaining databases and spreadsheets, PowerPoint for creating presentations, and Outlook for managing emails, calendars, and appointments.
- **Database management:** Maintain and update databases. Proficient in using database software like Microsoft Access or other similar programs.
- **Typing and data entry:** Excellent typing skills and be able to accurately enter data into the computer.
- **Internet research:** Proficient in conducting research on the internet to gather information on various topics.
- **Technical troubleshooting:** Technical troubleshooting skills to help resolve any computer issues that may arise.
- **Social media management:** Managing social media accounts for the organization. Good understanding of how to use various social media platforms.

- **Accounting software:** Knowledge of accounting software such as QuickBooks, Sage, or Xero managing the organization's finances.

SOFT SKILLS:

- **Communication:** Excellent communication skills to interact with clients, colleagues, and managers. Convey their ideas clearly, listen actively, and understand the needs and concerns of others.
- **Organization:** Highly organized to manage a variety of tasks and deadlines. Prioritize workload, keep detailed records, and manage time effectively.
- **Attention to detail:** Accuracy, Ensure that all documents are error-free and that tasks are completed to a high standard.
- **Problem-solving:** Find solutions to problems as they arise. Troubleshoot technical issues, identify the root cause of a problem, and develop strategies to address it.
- **Interpersonal skills:** Work well with others and build positive relationships with colleagues and clients. Approachable, empathetic, and able to handle conflicts diplomatically.
- **Adaptability:** Flexible and Adaptable to changing circumstances. Handle unexpected events, adjust their priorities, and shift gears quickly when needed.
- **Technology:** Comfortable using a range of software and technology tools, including word processing, spreadsheets, email, and online scheduling tools. They should be able to learn new systems quickly and troubleshoot basic technical issues.

WORK EXPERIENCE

OFFICE ADMINISTRATIVE ASSISTANT, 12/2021 - 02/2023

Shagun Automobiles, Vita, India

- **Answering and directing phone calls:** They frequently serve as the initial point of contact for customers and guests, and they could be in charge of screening and directing calls to the right party.
- **Handling schedules and appointments:** They can organize events, meetings, and other activities and make sure that everyone is informed of any changes.
- They might be in charge of writing, editing, and sending emails, memorandum, and other written messages.
- Organizing and keeping files, records, and other papers, as well as ensuring that they are available to authorized personnel, may fall under their purview.
- **Helping with payroll and accounting:** As needed, they may offer assistance with billing, payroll processing, and other accounting duties.
- **Office supply ordering and maintenance:** They might be in charge of purchasing and caring for supplies like paper, ink, and other things.
- **Administrative support:** They could offer support for a variety of administrative duties, including data entry, photocopying, scanning, and filing.
- **Coordination with other departments:** To make sure that office operations go smoothly, they may coordinate closely with other departments including IT, HR, and facilities.

- **Providing general office support:** They may be in charge of providing staff with all-around assistance, including helping with the setup and cleaning of meetings and events and keeping the office spotless and organized.

EDUCATION

- Walchand College of Engineering. Sangli, India, 2021
Master of Technology in Computer Science & Engineering.
- Shivaji University, Kolhapur, India, 2018
Bachelor of Engineering in Information Technology.

CERTIFICATE

- Fundamental of Digital Marketing - Google Digital Garage , 2021.

LANGUAGES

- English
- Hindi
- Marathi

INTEREST

- Learning
- Writing
- Reading
- Listening Music

EXTRA - CURRICULLER ACTIVITIES

- Volunteer Work
- Sports - Chess