



Priyanshi Kacha

Admin Assistant Cum Receptionist

+974 71903465

priyanshikacha26898@gmail.com

Villa.19, Street 606, Zone 74, Al khor, Qatar., Doha, Qatar

Education

03/2016-03/2019

Bachelor of Science

Bachelor of Science Christ college, Rajkot

Grade Awarded for regularity twice (2018&2019). Got first position in poster presentation (2018).

Skills

Public Communication	
Microsoft Office	
Driving Car	

Languages

Hindi	Professional Proficiency
English	Professional Proficiency
Arabic	Elementary Proficiency

Awards

03/2019

Awarded for regularity twice (2018&2019). Got first position in poster presentation (2018)

BS Christ College

Hobbies

- Reading Books
- Listing Music
- Travelling

Objective

"Seeking an administrative assistant position in a corporate setting, where I can utilize my expertise in office management and administration to contribute to the company's success."

Experience

Admin Assistant cum Assistant Accountant.

Shree Maruti Enterprises

09/2017-03/2021

- Filing documents, generating quotation and bills.
- Maintain filling systems and ensure the proper retention, protection, and disposal of records
- Establish and implement office policies and procedures to maintain order and efficiency.
- Ability to handle sensitive information with confidentiality and trustworthiness.
- Tracks status and orders, purchase, maintains or distributes as needed. Warm greetings to clients and assist them further.
- Giving product related information to customer/client and resolve their all kind of query.
- Coordinates and organizes meetings, other departments activities and functions.
- Issuing work orders and following up.
- Assist new hired employees for joining formalities and facilities.
- Assist in handling personnel or payroll functions, actions, forms and records.
- Receiver of mail or correspondence for the work unite area.
- Has some or all responsibility for department supplies and inventories. Prepare schedules, leave planning, catering related follow up, Maintain Manpower data.
- Basic account related work as per requirements.
- Handling outside official work as per requirement
- Excellent organizational and time management skills

Front Office Administrator

Shree Shubham School, Rajkot

05/2021-04/2022

Handling admissions and fees department. Guidance for admission procedure.

Certificates

Admin & Secretarial certification course

Berkely Training & Educational Consultancy, Doha Qatar

05/2024-10/2024

