

RACHANA BAPAT

Professional
Admin Executive

CONTACT

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ADDRESS:

A-Wing Building Number No-5
Shashikant Nagar, Millennium
Park, Next to Bhoir Gymkhana
Dombivali - West - 420202

Background

Back office administrator with over 19 years of experience in office administration, front-desk management, receptionist and phone call handling.

Performed wide variety of relevant functions including,

- Executive travel management including ticket reservations, hotel reservations, local travel, etc.
- Follow-up with Various Customers for Payment Transaction
- Organizing smaller events
- Vendor negotiations and coordination
- Handling Incoming & Out Going Calls
- Handling Fax operation
- Maintain Database of Visitor & Client
- Maintain Stationery & Housekeeping record
- Arrangement for Board Meetings and for AGM, arrangement for Guest rooms as needed

Professional Experience

- **CyberTech Systems & Software Ltd.**
 - Admin Executive / Front Desk Executive
 - 13 Feb 2012 till Date
- **GEPL Capital Pvt. Ltd**
 - Admin Executive / Front Desk Executive
 - From 22 Sep 2009 till 13 Feb 2012
- **Xoriant Solutions Pvt. Ltd**
 - Admin Executive / Front Desk Executive
 - From 24 Sep 2007 to 21 Sep 2009
- **S. Kumar Nation Wide Ltd**
 - Admin Executive / Front Desk Executive
 - From 21 Jul 2006 to 1 Apr 2007
- **Esschem Pvt. Ltd.**
 - Admin Executive / Front Desk Executive
 - From 20 Feb 2004 to 20 Jul 2006
- **Education Concept & Options Pvt Ltd**
 - Admin Executive / Front Desk Executive
 - From 2 Oct 2001 to Feb 22 2004
- **Crescent Engineering Systems**
 - Admin Executive / Front Desk Executive
 - From May 1999 to Jun 2001)

Academics

- H.S.C from SNDT College in 2000 grade II
- S.S.C from Sir J.J Girls High School in 1999 Grade II

Trainings and Certifications

- Diploma in Telephone Operations from "Commercial Career College".
- Basics in Computers (Window, Ms-Word, Excel, PowerPoint and Internet Application) from Sanganak Computers Institute Mumbai

Languages Known

- English
- Hindi
- Marathi