

# Suhas Gaikwad

**Address:** Panvel, Navi Mumbai, Maharashtra, India

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**I have done B.A in Economics and having 12 years work experience in office Admin & Operation.**

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## ***Top Skills***

- **Skill 1** – Data Research, Data entry, Typing, MS Word, MS Excel, MIS, VLookup, HLookup, Pivot table, Emails, Outlook
- **Skill 2** – Vendor Management, Documents Filling, Online Chat Support, Google Search, Google Translation
- **Skill 3** – Good communication, Outstanding organizational and time management skills, Ability to handle multitask and priorities daily workload, proactive problem solver, Flexibility and adaptability, Energetic and passionate

## ***Work Experience***

**Company: EPSOFT Product Pvt Ltd, Hyderabad**

**Role: Executive Assistant**

**May 2022-Sept 2022**

### **Responsibilities:**

- Host and attend the daily meeting's and note down meeting minutes.
- Preparing and monitoring of daily meeting calendar.
- Keep track of prior scheduled appointments and issue timely reminders accordingly.
- Providing support in recruitment activities i.e. Vendor and Candidates On boarding.
- Work closely with US IT recruitment team and Immigration team.
- Updating various trackers.
- Coordinating with Vendors and assisted them for various form fill ups and complete the paperwork on time.
- Reminding the Managers/Directors for important tasks and deadlines.

**Company: Marquis Technologies Pvt Ltd, Navi Mumbai**

**Role: Admin Executive**

**Jan 2013-Jan 2022**

### **Responsibilities:**

- Online post-paid SIM cards bill payments.
- Online prepaid SIM cards recharges.
- Maintaining postpaid bill payment and prepaid recharge expenses summary.
- Prepaid & and Postpaid SIM cards procurement worldwide
- SIM cards activation & and deactivation worldwide
- Handling all SIM cards service related issues
- Interacting with telecom operator's Advisor/Agents/Relationship Manager

- Coordinating with internal teams i.e. Inventory Team, Accounts Team, Finance Team, Technical Team, IT Team, HR Team, Admin Team
- Reporting to Project Managers, GM, BDM and Company Directors

**Company: Mangal Trading Bom Pvt Ltd, Navi Mumbai**

**Role: Admin Executive**

**Jan 2010 - Oct 2012**

**Responsibilities:**

- Handling petty cash and vouchers.
- Handling day to day admin related work.
- Documentation in MS Excel and MS Word.
- Handling office stationery & providing to employees as per requirement.
- Interacting with vendors (House keeping, Electrician, Plumber, Stationary)
- Premises and its belongings should be checked everyday
- Repairs & Maintenances of equipment, co-ordination with service providers.
- Postage/Courier Works.

***Education***

Bachelor of Arts in Economics, Graduation Year (2008), Mumbai University

***Personal Details***

Date of Birth : 23/04/1986  
Gender : Male  
Marital Status : Unmarried  
Languages Known : Marathi, Hindi, English  
Nationality : Indian  
Hobbies : Listening to Music.