**OBJECTIVE:**

Looking forward to work on varied and challenging assignments and in a work environment, which

Foster learning and exhale experience at larger scale.

Intend to build a remarkable career with leading corporate of hi-tech environment with committed

& dedicated people, which will help me to explore myself fully and realize my potential. I am willing

To work as a key player in challenging and creative environment.

**ACADEMIC DETAILS:**

I have passed my graduation.

I have done Diploma in Financial Management with First Class.

MBA in pharma (pursuing)

I have done Fashion Designing from AMOR.

**PERSONAL INFORMATION:**

Name: Pankhita B Pandya

Date of Birth: 19th December1981

Nationality: Indian

Marital Status: Married

Languages Known: Hindi, English, Gujarati

Hobbies: Travelling, Reading, Sports, Movies

e-mail id: [pankhita20@gmail.com](mailto:pankhita20@gmail.com)

**COMPUTER EFFICIENCY:**

1. Operating Systems/Platforms: MS-Dos,

Microsoft Windows 98

Microsoft Windows 2000

Microsoft Windows XP

Microsoft Windows 7

Microsoft Windows 8

1. Other Tools: Microsoft Office

**PROFESSIONAL SUMMARY:**

- I have worked in iPlay, iLearn as an administrator for 4 years.

- I have worked in Immigration Times as an administrator for 7 years

- I have worked in Dishman pharmaceutical company PVT for 1 year.

- I have worked with in fashion and Flute as an administrator.

- Cuurently I am working with Azzilian Pharmaceutical Pvt Ltd as a Manager – Purchase and Sales.

**Job Responsibility:**

Undertake a range of functions to make sure the administration activities within an

Organisation run smoothly. I may be responsible for the management of human resources,

budgets, accommodation and property facilities and records. These functions can be

performed at various levels ranging from junior through to upper management.

**Summary of duties:**

Supervise and coordinate activities of staff

Interview job applicants

Conduct orientation programmes for new employees

Administer salaries and determine leave entitlements

Be involved in staff training and development, preparation of job descriptions, staff

assessments and promotions

Prepare annual estimates of expenditure, maintain budgetary and inventory controls and

make recommendations to management

Maintain management information systems (manual or computerised)

Locate suitable business premises and negotiate reasonable leasing agreements

Provide and maintain business premises and other facilities, including plant machinery

and equipment

Review and answer correspondence

Provide secretarial or executive services for committees.

**PERSONAL COMPETENCIES:**

Optimistic, Hardworking and Trustworthy.

Good analytical skills and result oriented & excellent interpersonal relationship.

Quick Learner

**STRENGHTS:**

I can adjust myself in any situation with people of any age.

I am a trustworthy person and I can work hard whenever it is necessary.

I can be lead team for number of person and get work done in any circumstances.

Sincerely

Pankhita B Pandya