



SWATI SEWKANI



201 Avani Apartment
Near CHL Hospital
Indore , MP ,452001



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Objective

Highly skilled Senior Administrative Executive with 5+ years of experience in managing office operations, streamlining administrative processes, and providing executive support. Adept at handling multiple tasks efficiently, coordinating schedules, and ensuring smooth communication between departments. Seeking to leverage proven expertise to contribute to the success of Hiteshi Infotech Pvt Ltd.

Professional Experience

Senior Administrative Executive [Hiteshi Infotech Pvt Ltd],
[Indore] 23rd July 2018 - Present

- Oversee all administrative functions, including office management, scheduling, and coordination of meetings and events.
- Specialize in event planning, organization, social media management, and photography coordination for websites and events.
- Manage executive calendars, schedule appointments, and coordinate travel arrangements.
- Client call with international clients to understand their proper requirements for travel and stay via mails , zoom and skype.
- Act as a liaison between senior management and other departments, ensuring effective communication and collaboration.
- Prepare and edit correspondence, presentations, and reports for executives.

- Develop and implement administrative policies and procedures to improve workflow and productivity.
- Supervise administrative staff, providing guidance, training, and support as needed.
- Handle confidential information with discretion and maintain confidentiality at all times.
- Participate in strategic planning and decision-making processes to support company objectives.
- Assist with special projects and initiatives as assigned by senior management.
- Managed day-to-day administrative operations, including budgeting, purchasing, and facility management.
- Managed vendor relationships and negotiated contracts for office supplies and services.
- Prepared and analyzed reports on office activities, expenses, and budget variances.
- Managed attendance as per requirement.

Education

B.com [Himalayan University]

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Problem-solving and decision-making skills
- Flexibility and adaptability to changing priorities
- Knowledge of office management systems and procedures.

Language

Hindi , English , Punjabi and Sindhi