

AARTI YOGESH KUMKAR

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Experienced professional with a strong background in administration, operations, and client management. Skilled in project coordination, data handling, and stakeholder communication, with a proven ability to drive quality initiatives and manage travel arrangements. Seeking to leverage my expertise in HR Administration to contribute effectively to organizational success.

Work Experience

Ocean Beverages

Admin / Operation and Data Executive | November 2023 – Present

- Oversee operations, administration, and data management, ensuring streamlined processes and efficiency.
- Coordinate end-to-end travel arrangements, including rate negotiations and visa management.
- Implement and monitor administrative processes, enhancing overall organizational effectiveness.

National Stock Exchange Information Technology (NSEIT Limited)

Officer | March 2019 - October 2023

- Managed government and non-government projects, including personnel management and handling escalations.
- Coordinated with stakeholders, tracked records, and drove quality improvement initiatives.
- Managed client data, scheduling, and examination activities for IRDAI.

Intelenet Global Services

Color Consultant | August 2016 - January 2018

- Provided color consultancy for Asian Paints, building strong customer relationships and enhancing color knowledge.
- Conducted product training and communication workshops to improve team effectiveness and customer satisfaction.

Gold's Gym India

Front Desk Executive | 2014 - 2016

- Managed front desk operations, customer interactions, bookings, and utilities.
- Handled telephone communications, courier dispatch, and general administrative tasks.

Skills

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|----------------------|-----------------------------|
| • Project Management | • Administrative Efficiency |
| • Data Handling | • Client Relations |

Education

Bachelor of Commerce (2014)

Valia College, Mumbai University | **74%**

H.S.C (2011)

Versova Welfare College, Maharashtra State Board | **71%**

S.S.C. (2009)

Versova Welfare High School, Maharashtra State Board | **63%**

Certification

- MS-CIT from Adarsh Institute
- Diploma in Interior Designing from Gupte Academy, Dadar, Mumbai
- AutoCAD (2D)