

# Nikita Jethva

**DOB:** 24-11-1995

**Nationality:** Indian

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## PROFILE

Dedicated and detail-oriented office executive with over 5 years of experience in managing administrative tasks and providing exceptional support to executives. Seeking to leverage my strong organizational skills and proficiency in communication to contribute to a dynamic team environment and drive success within a reputable organization.



## WORK EXPERIENCE

05/2018 – 12/2022 **Rajkot, India**

### Business/Self employee

#### Devpushp

- Developed and implemented efficient office procedures resulting in a 20% increase in productivity.
- Managed a team of administrative staff members, delegating tasks and providing guidance to ensure smooth daily operations.
- Created and balanced budgets, billing strategy & process, purchasing products, directed/handling customer, marketing, recruitments.
- Respond to incoming sales calls and customer-service related issues.
- Maintaining data & records, managements and implementing system.

08/2023 – 12/2024 **Gandhinagar, India**

### Office assistant

#### Ceratech Solutions

- Working as an office assistant as well as personal secretary work. Making payment, reminders, import documents and verifications and other office
- Managed incoming and outgoing communication, including answering phones, responding to emails, and coordinating meetings for a team of 10 executives.
- Organized and maintained filing system for all important documents and records, ensuring easy access and retrieval as needed.
- Managed executive calendars, scheduling meetings and appointments efficiently to optimize productivity Coordinated travel arrangements, including booking flights and accommodations.
- Verified accuracy of import documents, including invoices, bills of lading, and shipping manifests, to ensure compliance with customs regulations.

01/2024 – present **Gandhinagar, India**

### Associate

#### International Finance Services Centre Authority (IFSCA)

- Led data entry operations for a high-volume department, ensuring accuracy and efficiency in processing information.

- Collaborated with team members to streamline data management processes.
- Analyzed and interpreted data to identify trends and patterns, providing valuable insights to support decision-making.
- Trained new employees on data entry protocols and software systems, ensuring a smooth transition and consistent performance across the team.



## **ACHIEVEMENTS**

- Have participated in HACKATHON Code Competition. Have participated in Can C++ Quiz Competition (Immaculate).
- Participated in Web Searching Competition. (Immaculate)
- Have participated in WWE Competition.



## **EDUCATION**

**Engineering | BE(Computer)**

**B.H. Gardi College of Engineering & Technology, Rajkot**

Distinction with 7.11/10 (GTU 2018)



## **SKILLS**

- Microsoft Office proficiency
- Communication skills
- Organizational Skill
- Multitasking
- Positive and Professional
- Time management



## **HOBBIES**

- Traveling
- Capturing moments
- Listening to the music
- Playing outdoor games